



## **SAFEGUARDING COPYRIGHT AND INTELLECTUAL PROPERTY**

Objective:

- 1) To protect GCC BDI programme materials
- 2) To provide GCC BDI employees with a uniform approach to addressing copyright issues and intellectual property issues
- 3) To provide our members and workshop participants with clear guidelines
- 4) This policy is for internal use only

For the purpose of this Policy, copyright refers to all GCC BDI materials that are produced for the purpose of a workshop, a tutorial, a webinar, a board evaluation or any other service delivered by GCC BDI, whether in hard or electronic format. It also includes our database, policies, MOUs, and any other GCC BD documents

Where the materials have been produced by one of our external facilitators or partners, unless otherwise stated, we have joint copyright and ownership.

GCC BDI programme materials and our CRM database, as well as our other company documents, are amongst our most precious assets and should be carefully protected from being copied, lost, destroyed or being shared with non-entitled individuals. It is the responsibility of every employee to protect these assets.

Policy:

1. No materials should be shared with external 3<sup>rd</sup> parties unless in the form of a SECURE pdf document ie a pdf that cannot be copied. The only exception is when sharing materials with faculty who are designing the actual relevant materials concerned.
2. All GCC BDI workshop materials should be kept securely on the GCC BDI shared file
3. Participants should be able to access their workshop and learning materials only from the LEARN GCC BDI platform and not by email or other electronic means. They may be allowed to download certain secure pdf documents from this platform. However, if we find that this is being abused and documents are being shared with non-entitled individuals, we will remove this functionality.
4. PDF documents should only be shared via email or the LEARN GCC BDI Platform. Workshop materials should not be shared with participants on what's app

5. Recordings of webinars and online events should not be shared unless previously approved with all parties (GCC BDI and the speakers, presenters)
6. GCC BDI will not normally share copies of recordings with participants who have missed a workshop or an event except under exceptional circumstances and only with pre-approval.
7. On no account should GCC BDI data be shared with external 3<sup>rd</sup> parties without prior approval.
8. NDAs should be signed with all GCC BDI faculty and relevant suppliers or partners
9. Where possible and appropriate, materials should have the copyright symbol © as follows

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Any exceptions to the above should be approved by the Executive Director

## WEBSITE AND TOTARA TEXT

### Safeguarding GCC BDI Copyright and Intellectual Property

In order to protect its Copyright and Intellectual Property and that of its faculty, GCC BDI will only share materials in the form of secure pdf documents by email or on its LEARN GCC BDI platform.

Participants should not share GCC BDI workshop or tutorial materials with anyone else without prior permission.

GCC BDI will not normally share recordings of live online tutorials and workshops, and participants are not allowed to record GCC BDI workshops and tutorials.

Failure to respect these rules would constitute a breach of our Copyright and Intellectual Property policy and could result in members being disqualified.

## DOCUMENT CONTROL SUMMARY

<b>GCC BDI Document Control</b>		<b>Date</b>
Document Name	Safeguarding Copyright and Intellectual Property	
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Key Contact	Jane Valls	
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