



## Copyright Policy

Policy number	POL0010	Version	1
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

**Purpose:** The purpose of this policy is to clarify the status of material subject to copyright used by the organisation, and to remove any possible misunderstandings about ownership of copyright.

**Policy Statement:** The AAFIE Foundation (AFFIE) is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the organisation.

Subject to these responsibilities, AAFIE is committed to the widest possible dissemination of its ideas and findings where these may assist others.

Staff and volunteers of AAFIE are required to observe all applicable copyright laws and regulations, this includes using copyright material belonging to or licensed to AAFIE only for the purposes of their work.

Staff and volunteers of AAFIE may not reproduce, publish, distribute or adapt third party copyright material in the course of their work without the authorisation of the copyright owner. Staff and volunteers may not download or reproduce text, photographs or illustrations found on the internet without authorisation of the copyright owner. This includes for use in internal or external newsletters, reports or presentations. All non-generic images and illustration should be sourced from and with the consent of the creator. Generic images may be obtained from a stock image supplier (eg Shutterstock or iStockphoto).

**Use of Copyright Material:** Acknowledgement of source of the material does not overcome the need for authorisation; actual authorisation is still required. The EO (as the nominated officer) is required to institute procedures that will ensure that all uses of third party copyright materials are recorded and that all compensable uses of copyright material are appropriately processed.

The nominated officer shall institute procedures to ensure:

- that all uses of copyright materials are recorded, and
- that all compensable uses of copyright material are appropriately processed.

**Scope/Applicable To:** AAFIE Board directors, staff, volunteers, members and those who work with AAFIE.

**Related Documents:** Complaints Policy and Membership Policy