

POLICY TITLE: Intellectual Property

Purpose

To ensure all staff understand Intellectual Property and the approach adopted by Photography Studies College (Melbourne).

Policy

Photography Studies College (Melbourne) owns, controls and manages all intellectual property (IP) that it has created or acquired.

All staff, contractors and consultants have a responsibility to properly identify, attribute and preserve the IP of Photography Studies College (Melbourne). It should be managed professionally, protected, shared and commercialised where appropriate.

All Intellectual Property rights in any Material vested in the College from the date of creation of that Material, unless the Intellectual Property existed before the commencement date of an affected employee or belongs to a third Party, in which event the Employee must grant, or procure the grant from third Party owners (as applicable), to the College of a permanent, irrevocable, royalty and licence-fee free, non-exclusive licence (including a right to sub-licence) to use, adapt, modify and exploit that Intellectual Property.

Procedures

Intellectual Property

Photography Studies College (Melbourne) develops intellectual property in many forms. Staff must ensure that all intellectual property material is, in the College's opinion, accurately, neatly and legibly compiled and adequately documented and contains sufficient evidence to support all conclusions, findings and opinions.

Photography Studies College (Melbourne) both asserts and does not waive its rights to the intellectual property created by all staff while employed by Photography Studies College (Melbourne) and in the course of their employment by Photography Studies College (Melbourne), including but not limited to educational materials.

The College grants to staff a non-exclusive, royalty and licence-fee free licence to use contract material for the purposes only of fulfilling its obligations.

No person is authorised to duplicate any materials for use outside the College without written permission and such written permission must be kept in the appropriate folder "Duplication of Intellectual Property".

It should be remembered that modifying our intellectual property for any other purpose does not take ownership from the College and can result in an action for damages.

Any concerns should be raised with your supervisor or manager.

Photography Studies College (Melbourne) acknowledges the moral rights of its staff and students. Where Photography Studies College (Melbourne) permits the use of intellectual property created by staff or students, Photography Studies College (Melbourne) will use its reasonable endeavours to cause the creator's authorship to be clearly identified.

Photography Studies College (Melbourne) cannot require a student to assign any of their own intellectual property in order to qualify for enrolment or to remain enrolled in a course.

Confidential and Personal Information

All Confidential Information (whether in recorded form or communicated or disclosed visually or orally) will be treated as proprietary and confidential and must not directly or indirectly be disclosed, or allow to be disclosed to anyone (apart from the College)

All Photography Studies College (Melbourne) staff must use their best endeavours to ensure all information and materials of the College in their custody for purposes connected with their employment will be protected at all times from unauthorised access or use by a third Party, or misuse, damage or destruction by any person.

Where Photography Studies College (Melbourne) or any of its staff deals with personal information, Photography Studies College (Melbourne) and its employees must not do any act or engage in any practice that would breach any privacy principles contained in the policies of the College or imposed on the College by statute

Definitions

Intellectual Property means any copyright, trademark, trade secret, service mark, design, drawing, patent; know-how, secret process, circuit layouts and other similar proprietary rights and the rights to the registration of those rights.

Material means all Material brought into existence for the purpose of performing the duties of employment, incorporated in, supplied or required to be supplied along with that Material, or copied or derived from that Material including: documents, equipment, software, goods, information and data stored by any means, including the curriculum of the College, Session Outlines and Learner's Guides.

Moral Rights means rights of integrity of authorship, rights of attribution of authorship, rights not to have authorship falsely attributed, and rights of a similar nature conferred by statute that exist, or may come to exist, anywhere in the world.

Confidential Information means the College Intellectual Property, trade secrets, know-how, financial information, other commercially valuable information, and other information which is designated as confidential or which by its nature is confidential or which is disclosed in circumstances importing an obligation of confidence, disclosed directly or indirectly by the College to its employees, but does not include information which is already in the public domain or which becomes part of the public domain otherwise than through unauthorised disclosure by an employee.

Policies

Academic Integrity
Intellectual and Academic Freedom
Plagiarism
Staff Code of Conduct

Procedures, Forms & Documents

Nil

Publishing Details

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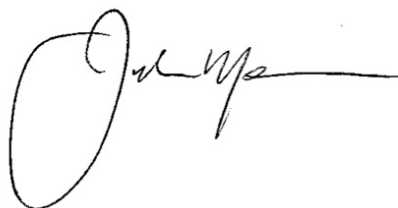
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Julie Moss - Managing Director

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A handwritten signature in black ink, appearing to read 'Julie Moss', is written over a large, faint, circular watermark or background mark.