



Intellectual Property Policy

Information

Opps Training owns the intellectual property its staff create during their employment with the organisation. This is in accordance with copyright legislation and the clause in the contracts issued to members of the Opps' team.

Opps may modify the resources produced by a member of its team however acknowledges the skill and knowledge the individual has used in their development.

Learning, teaching and assessment materials developed by Opps team members must not be commercially exploited without permission from an Opps director.

It is anticipated that Opps team members may use materials that they have developed should they leave Opps employ. This is permitted, however logos and reference to Opps Training must be omitted from documentation/virtual learning assets.

Opps does not own the intellectual property of its learners during the duration of the programmes or thereafter.

Opps Training respects the intellectual property of others and it is a requirement that Opps' team is mindful to comply with copyright and software licences. Trainers are responsible for ensuring that their use of third party material in their learning and teaching activities is compliant with copyright law. Disregard for copyright and other intellectual property rights may lead to disciplinary action.

Aims

Clarify the intellectual property rights of Opps Training

Provide incentives for the creation of intellectual property through sharing arrangements

Confirm Opps' commitment to ensuring the protection of the rights of third parties' intellectual property

Objectives

Develop, monitor and provide innovate, contemporary and appropriate learning resources

Maintain a bank of accessible resources that comply with legislation

Method

Opps Training implements its policy during induction of staff and on-going in-house training.

Opps will comply with the following legislation by auditing the resources and databases developed by team members employed by Opps Training to ensure no infringement of:

- General Data Protection Regulation 2018
- Copyright, Designs and Patents Act 1988
- Registered Designs Act 1949

The auditing process will be undertaken by the Manager for Quality and the Health and Safety Manager.

Should Opps team members infringe copyright law, performance measures will be implemented.



All resources developed by team members will be audited during the standardisation process to ensure validity and to enable proper distribution to the rest of the team.

Policy published date	February 2019
Date of last review	March 2019
Next review date	March 2020
Person responsible for policy and review	Managing Director