

## 14. Intellectual Property Ownership and General Copyright

### Policy

#### Intellectual Copyright

It is a condition of employment (paid or unpaid) and student representation/placement that GSA retains all proprietary and intellectual rights of any work conducted on behalf of the organisation.

The results of any research and/or reports conducted by GSA will vest solely and exclusively with GSA.

The results of research and/or reports conducted by GSA are to be kept private and confidential and not to be disclosed without prior consent of the GSA.

#### General Copyright

All staff and board/council members will be mindful of not breaching copyright laws in the use, copy or transmission of material bound by copyright.

### Procedure

1. Approval to retain personal copyright of any work must be given by the Chief Executive Officer prior to any work or research being conducted.
2. Any presentation or publication of work conducted at GSA must not be detrimental to GSA.
3. At the time of their initial employment, new employees and board/council members will be required to sign a Privacy Agreement in which they agree to abide by this policy and associated procedures.

### Responsibility

The GSA Board is responsible for adopting this policy.

The GSA Board/Council members, Chief Executive Officer and all staff members, contractors and volunteers are responsible for the implementation of this policy.

### Supporting Documents

- o Employee Agreement
- o Code of Ethics and Conduct
- o Privacy Policy
- o Email Policy