

# **Copyright Designs and Patents Act Policy**

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## **1. Purpose**

**1.1** This Policy defines Carmarthenshire County Council's requirements to ensure that there are no breaches of the Copyright Designs and Patents Act 1988.

## **2. Scope**

**2.1** This Policy applies to all users of information assets to include the Council's employees and elected members, employees of temporary employment agencies, vendors, business partners and contractor personnel, regardless of geographic location.

## **3. Policy statements**

**3.1** The Council's IT facilities will be used in accordance with:

- This policy and related guidelines
- Copyright, Designs and Patents Act

**3.2** File system usage will be monitored to ensure compliance with the policy's requirements

**3.3** This policy is approved by, and has the full support of, the Council.

**3.4** All permanent employees, contractors and temporary staff will electronically sign the policy to indicate their agreement to comply.

**3.5** All managers will be responsible for implementing the policy within their areas of responsibility.

## **4. Requirements**

**4.1** All users are required to ensure that no software other than that licensed by the Council is installed on hardware owned by the Authority.

**4.2** No software licensed by the Council is to be installed on equipment not owned by the Council.

**4.3** All users are required to ensure that there are no violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Council.

**4.4** Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Council or the end user does not have an active license is strictly prohibited.

## **5. Compliance measurement**

**7.3** Compliance with this Policy is mandatory. Breaches of this policy by staff may lead to disciplinary action being taking. Breaches by Elected Members may be reported to the Standards Committee

## **6. Sponsor**

**7.2** This Policy is owned by the Corporate Information Governance Group.

## **7. Custodian**

**7.1** It is the responsibility of the IT Security Officer to ensure that this policy is regularly reviewed and updated.

## **8. Ensuring equality of treatment**

**8.1** This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, age, gender, gender reassignment, sexual orientation, parental or marital status

If you require this document in an alternative format please contact the IT Security Officer on 01267 246326 or email [MIEvans@carmarthenshire.gov.uk](mailto:MIEvans@carmarthenshire.gov.uk)

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