



**Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.**

## Intellectual Property Policy

The policy and system are needed in order address the concerns of how the project handles/exploits/shares the intellectual property that it creates. This exists in the form of the copyright associated with the content of leaflets and other documents. The “Identity” of the project in terms of its logo, and other visible representations of its ethos are also important in the consideration of the policy. Broadly, the project is committed to sharing what it learns and what it produces to the benefit of advancing the support given to those who care for someone with dementia, those they care for, and, in the longer term, all elderly frail persons, their families, friends and neighbours.

It is the Intellectual Property policy of the project that:

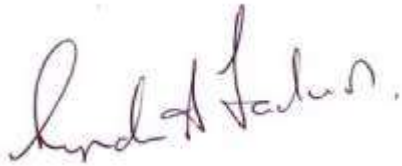
1. The intellectual property generated by the project should be made freely available to other communities seeking to implement either similar schemes or to use elements of the teaching developed by the project in “not for profit” social enterprises.
2. Where permission is granted for the free use of the project’s intellectual property there should be an acknowledgement of its source in accordance with normal IP practice.
3. Where another organisation makes significant use of the project’s intellectual property they should make an appropriate financial or “in kind” donation to the project.
4. Where another organisation reproduces the project’s intellectual material, with the permission of the project, it must do so to a level of quality comparable with that of the project itself.
5. If another organisation asks the project to supply, in order to use/distribute/reproduce, the project’s leaflets or other intellectual property the project reserves the right to charge a fee which reflects the costs plus a management/handling overhead.
6. The project encourages presentations to professional bodies and other organisations consistent with developing learning, awareness, understanding, partnership, and goodwill. These must be authorised by the chairman.
7. The project’s logo and identity cannot be used in any merchandising activity which is not directly and proportionately to the benefit of the project. Authority for any such use is vested in the trustees. The trustees may delegate authority to the chairman or another named trustee only on a case-by-case basis.

The system for implementing the policy is as follows:

1. The chairman will report at each trustees’ meeting on the all aspects concerning the

- production and use of the project's IP.
2. The chairman will consult, in between meetings, other trustees regarding any significant steps which may impact upon the above policy.
  3. The chairman is authorised to act in accordance with the above policy.
  4. The chairman may divert from the above policy with the agreement of another named trustee.

Both the policy and the system have been reviewed by the Trustees (May 2021) and agreed (15<sup>th</sup> May 2021) in the light of experience of use.

A handwritten signature in dark ink, appearing to read 'David Jackson', written in a cursive style.

(Chairman)

15<sup>th</sup> May 2021