

NEWBATTLE BEEKEEPERS ASSOCIATION

COPYRIGHT POLICY

Prepared by

Newbattle Beekeepers Association
Support Sub Group

6th October 2021

Revisions

| Date | Review / Revision | Prepared | Approved |
|---------------------------------|--------------------------|-----------------|-----------------|
| 21 st September 2020 | Initial policy Document | MV | |
| 29 th September 2020 | Removed logo requirement | MV | |
| 6 th October 2020 | Minor amendments per MW | MV | |
| 6 th October 2021 | Website Access | ME | |
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Policy to be reviewed on 6th October 2021

COPYRIGHT POLICY

Introduction

The Newbattle Beekeepers Association (NBA) require to develop a copyright policy for any piece of work submitted by members or other organisations for distribution or inclusion on the website. This will include but is not limited to written articles, photographs, videos or recordings.

Copyright

For the purposes of this policy it is the person that creates the piece of work to be shared with the membership of the NBA who will hold the copyright.

The Appointed Person(s) shall mean a person appointed by the trustees to carry out the compliance check on behalf of the NBA prior to publication.

Submission

Any member may submit a piece of work for possible publication by the NBA.

Prior to submission of the work the member shall check and ensure that the work

- Acknowledges any source material.
- It is the responsibility of the Originator of the works to ensure it is compliant with the YouTube Copyright Policy if it is to be included on the NBA YouTube channel.
- Include the disclaimer.

When submitted the work will only be checked by an appointed person(s) for the following.

- Complies with good practice (as taught in BBC Course).
- Meets H&S requirements.
- Is of good sound and picture quality.
- Contains the Disclaimer.

The Appointed Person(s) will not carry out a critique or comment on the content of the piece of work. Their function is solely to ensure that the piece of work meets the criteria set out above.

Disclaimer

All works will contain the following disclaimer

“The following does not necessarily express the views of the Newbattle Beekeepers Association (NBA) and the NBA accept no liability or responsibility for the content of the following presentation.”

Approval

Once the work has been checked and approved the member will be required to complete a Licence to Publish in favour of the NBA.

All works will only be approved provided there is no cost to the NBA or their members unless expressly agreed in writing by the Board of Trustees

Termination of licence

The author of the works has the right to withdraw the licence to the NBA for publication of the work. The termination notice will be in writing to the Board of Trustees. Written notice will be deemed to be by e-mail sent to newbattlebees@gmail.com .

The NBA will remove the publication within 72 hours of receipt of the written notice to terminate.

Members own YouTube Channels

The NBA only support one YouTube channel for the promotion of beekeeping and this will be available to all members.

It is however recognised that some members may wish to maintain their own media platform and the NBA may include links to specific publications at the behest of the author. The linked publication will be subject to the same scrutiny by an Appointed Person and a License to Publish will be required. The member owing the material will be responsible for advising NBA of any changes to the material which may affect the NBA.

Access to YouTube

The NBA will place all recordings on YouTube on restricted access and this will only be available to members. Members should be aware that, whilst the NBA will ensure that access to all publications on the YouTube Channel are password protected, once a link is published the NBA cannot control, limit, restrict or block access by a third party.

Access to Website

The NBA website, www.newbattlebees.org is available to access by members of the association and the public. Much of the website content is available to members only and is accessed via the Members Gateway which is password protected.

LICENCE TO PUBLISH

I, grant the Newbattle Beekeepers Association (NBA) permission to display the following

| | |
|---------------------------------------|--|
| Medium | Article / Photograph / Video (delete as required) |
| Title | |
| Duration – in minutes (if applicable) | |

It is agreed that the material can be used by the NBA and placed on the official NBA website and YouTube channel. The material will be made available only to the NBA members.

I confirm that prior to submission I have ensured any source material has been acknowledged and the production is my own work. The work is also compliant with YouTube Copyright Policy.

This licence is granted at no cost to the NBA for the free use of the material and will continue in perpetuity unless either party decides to withdraw from the Licence. If the Licence is withdrawn the NBA will undertake to remove the publication as soon as possible not no later than 72 hours of a written notice.

Signed

Print Name

Date

OFFICIAL USE

Submission check

| Check List | Complies (Y / N) | Comments |
|--------------------------|------------------|----------|
| Good Practice | | |
| Meets H & S Requirements | | |
| Good sound and quality | | |
| Disclaimer included | | |

Signed for NBA

Date