[ISo27002 Clause 18.1.2]

**Scope**

This policy statement applies to all employees/staff and to all intellectual property belonging to or developed on behalf of the company or its suppliers, customers, partners, competitors or any other agency from which intellectual property may be obtained.

**Company Logos and images**

The use of the Retirement Capital company logo is limited to any document or publication that is used to represent the company. Permission to use the company logo may not be given to any third party without the permission by email of the Chief Information Security Officer.

**Other logos and images**

A logo or [trademark](https://www.upcounsel.com/trademarks) is any photograph, word, or symbol used to identify a brand, service, or product. Logos will not be used without the permission of the owner unless it is for editorial or information purposes, such as when a logo is used in a written article or being used as part of a comparative product statement.

**IPR developed internally**

Retirement Capital is the first owner of Intellectual Property developed by its staff/employees (and by contractors who are contracted to provide the IP) in the course of their normal duties or as the result of a tack specifically assigned by the company. (Patents Act 1977, Copyright Designs and Patents Act 1988). This is set out in greater details in contracts or employment and engagement and includes the obligation to disclose to the company intellectual property arising from their work.

**Externally developed IPR**

Retirement Capital will not use in any way the intellectual property of other individuals or organisation without their express permission. This permission is often given in the form of a right to use license. All images, software (freeware/shareware/license/code contributions) and other third-party intellectual property will be appropriately licensed for use and no attempt will be made to circumvent or not pay for any right to use license, however the intellectual property is used.

**Copyrights**

The company will enforce the copyright of any:

* Document (including drawings, charts, etc.) owned or originated by Retirement Capital, or originated by third parties (including by contractors, teleworkers, etc) as part of their contract with Retirement Capital and by employees/staff during their employment with the company.
* Software that is originated by Retirement Capital, or originated by third parties (including by contractors, teleworkers, etc) as part of their contract with Retirement Capital and by employees/staff during their employment with the company.

**Copying**

Retirement Capital explicitly forbids copying (including duplicating and any other variant of the copying concept) of anything (whether document, digital asset, or anything else) other than in line with local (and international) copyright law.

**Obligations**

Retirement Capital and its Board of Directors require that:

1. Software is acquired only through known sources, to ensure copyright is not violated.
2. Staff are fully trained and aware of this policy.
3. All staff and contractors are aware that the disciplinary policy will be invoked in all instance of alleged breach of this policy or the procedures which implement it.
4. The company will a maintain software asset register (see ISMS-C REC 8.1.1a) together with proof of ownership of software licences, etc.
5. An Internal audit is carried out periodically to ensure no unlicensed software is installed and that maximum number of user licences is not exceeded.
6. An Internal audit is carried out periodically to ensure that licence conditions maintained.
7. Software disposals are handled in line with ISMS-C-DOC 12.1.1a

***Document Owner and Approval***

The Information Security Manager is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on the corporate intranet.

This policy was approved by the Board of Directors on 14th November 2020 and is issued on a version-controlled basis under the signature of the Managing Director.

Signature:

Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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