

# ICAT Intellectual Property Policy

## Purpose

ICAT recognizes the importance of intellectual property (IP) and is committed to protecting its own IP and respecting the IP rights of others. This Intellectual Property Policy establishes guidelines and procedures for the identification, protection, and use of IP within ICAT.

The purpose of this policy is also to underscore the utmost importance of recognising intellectual property as a fundamental legal means to acknowledge and protect unique creative works and authorship. By highlighting the significance of intellectual property rights, this statement aims to promote a conducive environment for innovation, creativity, and knowledge dissemination while fostering a fair and just society that respects and rewards students for their contributions.

## Definitions

1. Intellectual Property (IP): Intellectual Property refers to creations of the mind, such as inventions, software, designs, trademarks, copyrights, and trade secrets that are protected by law.

## Scope

1. ICAT IP: Intellectual Property developed by employees, contractors, or agents of ICAT in the course of their employment or engagement with ICAT.
2. Third-Party IP: Intellectual Property owned by entities outside of ICAT.
3. It applies to all intellectual property for academic purposes, as well as intellectual property assembled by AI technologies.

## Principles

### Ownership of Intellectual Property

2. ICAT IP: Any IP created by employees, contractors, or agents of ICAT within the scope of their employment or engagement with ICAT shall be the sole and exclusive property of ICAT, unless otherwise agreed upon in writing.
3. Disclosure of ICAT IP: Employees, contractors, or agents of ICAT are required to promptly disclose any IP developed during their association with ICAT to the designated authority or IP management team.
4. ICAT acknowledges that it does not own any intellectual property that a student solely creates, unless it relates to teaching material, or under a "specified agreement". ICAT does own the intellectual property created if a student is involved

in an activity that is governed in some way by a third-party agreement or “specified agreement”.

### **Rights and Responsibilities**

5. Respect for Third-Party IP: Employees, contractors, or agents of ICAT shall respect the IP rights of others and shall not use or reproduce any third-party IP without appropriate authorization, unless it falls within fair use or other legally permissible exceptions.
6. Protection of ICAT IP: Employees, contractors, or agents of ICAT shall take reasonable measures to protect ICAT IP, including confidential information and trade secrets. This includes the proper use of security protocols, confidentiality agreements, and restricted access to sensitive information.
7. Use of ICAT IP: The use of ICAT IP by employees, contractors, or agents of ICAT shall be in accordance with the policies and procedures established by ICAT. Any use of ICAT IP for personal purposes or external endeavours requires prior written approval.

### **Confidentiality and Trade Secrets**

8. Confidential Information: Employees, contractors, or agents of ICAT shall maintain the confidentiality of all proprietary and confidential information acquired during their association with ICAT, both during and after their employment or engagement. Confidentiality agreements may be required to protect such information.
9. Trade Secrets: Employees, contractors, or agents of ICAT shall not disclose or use any trade secrets of ICAT or any other entity, unless authorized to do so in writing.

### **Licensing and Permissions**

10. Licensing ICAT IP: The licensing of ICAT IP to external parties shall be governed by separate agreements negotiated on a case-by-case basis, taking into account the commercial and strategic objectives of ICAT.
11. Use of Third-Party IP: Employees, contractors, or agents of ICAT must obtain appropriate permissions or licenses before using any third-party IP in the course of their work for ICAT. Compliance with copyright, trademark, and patent laws is essential.

### **Enforcement and Remedies**

12. Infringement: ICAT takes IP infringement seriously. Any suspected infringement of ICAT IP or third-party IP should be promptly reported to the designated authority or IP management team.
13. Consequences of Infringement: Violations of this Intellectual Property Policy may result in disciplinary action, including but not limited to warnings, termination of employment or engagement, and legal proceedings as appropriate.

14. Should ICAT undertake higher education research and research training, a risk framework will be established to mitigate risk to the integrity and quality of the research as it relates to intellectual property protection and disputes over ownership of, or effective control over, intellectual property. This will ensure compliance with the HESF Standard 4.1.1b.

### Training and Education

15. IP Training: ICAT will provide training and educational resources to employees, contractors, and agents on the importance of intellectual property rights, the policy guidelines, and best practices for IP management.

### Policy Awareness

ICAT will ensure that this Intellectual Property Policy is accessible to all relevant stakeholders and regularly communicated to employees, contractors, and agents.

### Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
11022023	25 May 2023	QA Manager	Academic Board	Policy updated under new ownership

### Policy Information

Author:	QA Manager
Policy owner:	Director of Operations and Compliance and Director of Education
Approved by:	Academic Board
Approval date:	25/05/2023
Status:	Approved
Next review due:	May 2028