**EXERCISE: Copyright**

**Does your business own the copyright in its commissioned work**? If your business has commissioned copyright work such as brochures, websites etc., check that each item of work was covered by an assignment transferring the copyright in that work to your business. Remember, if the author of the work, i.e. the designer or programmer, is employed by another company to carry out the work, it is the company that needs to assign it. Check that external companies, such as design agencies, have assignments in place from any freelancers who work for them, so that they do actually own the work you are paying for. If work has been carried out with no written agreement, you can have a suitable agreement signed subsequently. However, it is always best to do this up-front. List any commissioned copyright work here.

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**Are you protecting your copyright correctly?** Make sure that your brochures, website etc. are marked correctly e.g. © MyBusiness Ltd.2012. This alerts others to the fact that the work belongs to you and that they should not copy it. Make a note here of the copyright marks you use and where you use them.

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**Do you have good records of your copyright?** Keep all original documentation, preferably signed, dated and, if possible, countersigned. This does not prove that the work is original or created by you, but it does show that the work was in your possession at a particular date, in case you need to prove it in court. Make a note of the way you keep records.

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