

WOODCLIFF UNITED CHURCH COPYRIGHT POLICY

This Policy represents the intention of Woodcliff United Church (WUC) with regard to use of copyright protected works developed within the WUC community or outside of WUC. It provides direction and clarification for copyright and licensing issues as they pertain to WUC. For the purpose of this policy, copyright protected works include all original artistic, literary (includes computer programs), musical and dramatic works as defined by the Copyright Act of Canada.

STATEMENT OF PURPOSE AND BELIEF

As a faith community, WUC aims to provide richly meaningful, diverse and engaging ministries, programs and other activities that nurture spiritual growth and build community. To this end, WUC uses a wide variety of creative works and media platforms in its worship, education, pastoral care, other congregational life activities and administration. WUC recognizes that there are ethical and legal responsibilities associated with its use of creative works, whether the works originate within or outside of the WUC community. WUC is committed to following ethical principles of respect and justice and to complying with Canadian copyright law to honour, respect and protect the creativity and legal rights of authors' works.

POLICY

Protection of Works Created by Others

- WUC will comply with Canadian copyright law.
- WUC must obtain the required licences for access to copyright materials.
- All software and materials used or rebroadcast by WUC must be properly licensed for WUC use.
- For use of copyright protected works not covered by licence or by one of the exceptions in the Copyright Act of Canada, WUC must obtain permission directly from the author(s).
- The Church Administrative Coordinator (CAC) shall maintain a list of all copyright and licensing services to which WUC has access rights.

Protection of Works Created by Woodcliff United Church

- Use of the Woodcliff United Church logo is for the exclusive use of WUC.
- A copyright notice must be placed in the footer of each page of the WUC website and on enduring documents and works developed within the WUC community.
- Prior to using works developed within the WUC community, WUC must obtain written permission from the creator(s) of those works. In situations involving use of works created by children under the age of 13 or individuals 13 years of age or over who are unable to grant permission, written permission must be obtained from a parent or guardian.
- WUC will own copyright for works developed for WUC's use by staff, volunteers or others unless an exception is approved in writing permitting the developer to retain copyright.
- Individuals from the WUC community may make a copy of a WUC created work provided that the copy only will be used within the WUC community. A request must be made to the CAC or designate to share a work beyond the WUC community.
- All requests from outside the WUC community for a copy of a WUC created work must go through the CAC or designate.
- The CAC or designate has authority to determine if a copy of a WUC created work will be provided to a requester.
- Work may be copied, transmitted or distributed beyond the WUC community only with prior, explicit, written permission of WUC, and provided that the work is:
 - attributed to Woodcliff United Church
 - not used for commercial purposes
 - distributed at no charge
 - duplicated and distributed only in full-length versions
 - not changed or expanded upon in any way without express permission from Woodcliff United Church

ADMINISTRATION

This Policy is administered by the Communications Committee and Council of WUC.

Approved by the Congregation at the 2019 Annual Congregational Meeting.

Date: _____

Signatures:

Council Chair

Council Secretary

REFERENCES

Copyright Act, Revised Statutes of Canada. (1985, c. C-42). Retrieved from Justice Laws website: <http://laws-lois.justice.gc.ca/eng/acts/C-42/FullText.html>

Hamilton Conference, The United Church of Canada. (2014). *Copyright and your church*. Retrieved from <http://hamconf.org/wp-content/uploads/2016/06/copyright.pdf>

The United Church of Canada. (2014). *Copyright guide for congregations: A guide to copyright issues facing congregations today*. Retrieved from http://www.united-church.ca/sites/default/files/handbook_copyright-guide-congregations.pdf

The United Church of Canada. (2018). *Copyright*. Retrieved from: <http://www.united-church.ca/copyright>

Thurston, Colin. (2013). *Copyright issues for churches and charities: What you need to know*. Retrieved from <http://www.carters.ca/pub/seminar/church/2013/cjt0925.pdf>

Woodcliff United Church Communications Committee (Structure Document)

Woodcliff United Church Computer Hardware, Software, & Connections to Outside Equipment and Systems Policy

Woodcliff United Church Marketing, Communications and Public Relations Policy

Woodcliff United Church Policy for Creation, Revision, Approval, and Removal of Policies

Original Approval Date: March 17, 2019	Review Dates:	Next Review Date:
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GUIDELINES

- Files of works developed within the WUC community will be kept in password protected PDF and Word formats.
- Access to documents created by and for WUC (e.g. policies, procedures, committee structure documents) will be provided to WUC users by a password protected portal on the WUC website.
- Printed copies of documents will be available for viewing through the church office.

PROCEDURE for Handling Requests for a Copy of a WUC Created Work

- The CAC or designate receives a request for a copy of a WUC created work.
- The CAC will obtain and record pertinent information for the request on the “WUC Request for a Copy of a WUC Created Work” form. (e.g. name of requester, contact information, date, item(s) requested, reason for the request, if there is intent to share the work beyond the requester and if so, with whom).
- The CAC determines appropriateness of the request and has authority to provide the requested item(s) in accordance with the WUC Copyright Policy.
- If the CAC is unsure how to process a request, assistance may be sought from the creator(s) of the work(s) or an appropriate staff member or committee representative. If a resolution cannot be reached, the request will be submitted to Council.
- To help protect WUC created works a watermark may be included at the discretion of the CAC or designate.
- When a copy is provided, it will be in password protected PDF format and accompanied by the following policy statements:
 - Use of the Woodcliff United Church logo is for the exclusive use of WUC.
 - Work may be copied, transmitted or distributed beyond the WUC community only with prior, explicit, written permission of WUC, and provided that the work is:
 - attributed to Woodcliff United Church
 - not used for commercial purposes
 - distributed at no charge
 - duplicated and distributed only in full-length versions
 - not changed or expanded upon in any way without express permission from Woodcliff United Church

- The CAC will maintain a record of all requests for WUC created works and response to the request (e.g. who requested, when, items requested, and what was provided/sent-as per the completed request form).
- The CAC will inform Council through administrative reports about requests for WUC works and responses to same.