**Intellectual Property Policy**

**Think About Learning Ltd**
*Effective from: September 2024*

**1. Purpose**

This Intellectual Property (IP) Policy outlines the principles, rights, and responsibilities concerning the ownership, use, and protection of intellectual property created by or associated with **Think About Learning Ltd** ("the Company"). It ensures that intellectual property is managed in accordance with UK law and supports the Company’s mission to foster innovation, creativity, and the responsible use of knowledge assets.

**2. Scope**

This policy applies to:

* All employees (full-time, part-time, fixed-term)
* Contractors and consultants
* Freelancers and external collaborators
* Volunteers and interns
* Any third party involved in work commissioned by or on behalf of Think About Learning Ltd

It covers all intellectual property created or used in the course of work undertaken for or in association with the Company.

**3. Relevant UK Legislation**

This policy is informed by and complies with the following UK laws:

* **Copyright, Designs and Patents Act 1988**
* **Trade Marks Act 1994**
* **Registered Designs Act 1949**
* **Patents Act 1977**
* **The Trade Secrets (Enforcement, etc.) Regulations 2018**
* Relevant provisions under UK GDPR and contract law

**4. Definition of Intellectual Property**

Intellectual Property includes, but is not limited to:

* Copyrighted works: written content, publications, teaching materials, video/audio content, presentations
* Software: code, applications, algorithms, databases
* Trademarks: names, logos, slogans, and other brand identifiers
* Design rights: graphics, layouts, instructional design formats
* Patents and inventions (if applicable)
* Know-how, methodologies, frameworks, and pedagogical models
* Confidential information and trade secrets

**5. Ownership of IP**

**5.1 Company-Owned IP**

Under UK law, intellectual property created by employees in the course of their employment is automatically owned by the employer, unless otherwise agreed.

Accordingly, all IP created by employees of Think About Learning Ltd as part of their role shall be the property of the Company.

**5.2 Contractors, Freelancers, and External Collaborators**

IP created by third parties (e.g., freelancers or contractors) does **not** automatically belong to Think About Learning Ltd under UK law. Therefore, the Company requires **a written contract** assigning all IP rights to the Company for commissioned work.

No work-for-hire is deemed transferred unless expressly agreed in writing.

**5.3 Pre-existing IP and Third-Party IP**

If any employee, contractor, or collaborator incorporates their pre-existing intellectual property into work for the Company, they must declare this in writing. The Company will not claim ownership over such pre-existing IP unless explicitly agreed.

Use of third-party IP (e.g., open-source software, licensed content) must be lawful and documented, with appropriate attribution and usage rights observed.

**6. Moral Rights**

As per the Copyright, Designs and Patents Act 1988, authors of certain works have moral rights, including:

* The right to be identified as the author (right of attribution)
* The right to object to derogatory treatment of their work

Think About Learning Ltd respects these rights but may require authors to waive them where necessary for business operations. Such waivers will be sought in writing.

**7. Confidentiality and Trade Secrets**

All employees and third parties are expected to maintain strict confidentiality in relation to sensitive Company information, including know-how, business plans, learning strategies, and proprietary methodologies. Misuse or unauthorised disclosure may lead to disciplinary action or legal recourse under The Trade Secrets (Enforcement, etc.) Regulations 2018.

**8. Use and Licensing of Company IP**

No employee, former employee, contractor, or partner may use or distribute the Company’s intellectual property without prior written consent. This includes use for personal portfolios, commercial ventures, or academic dissemination.

The Company may grant internal or external licences to use its IP under specific terms. Any such licence must be approved in writing by the Managing Director or delegated authority.

**9. IP Protection Measures**

The Company reserves the right to:

* Register trade marks and designs
* Assert copyright and other unregistered rights
* Apply for patents where applicable
* Use technological and contractual safeguards to protect IP

Infringements may result in legal action, including cease and desist letters, claims for damages, or injunctions.

**10. Disclosure of IP**

All employees and collaborators must disclose any work that may result in registrable or protectable intellectual property developed in the course of their work. This ensures appropriate protection, commercialisation (if applicable), and alignment with the Company's strategy.

**11. Termination and Exit Obligations**

Upon termination of engagement (resignation, dismissal, end of contract), individuals must:

* Return all physical and digital copies of Company IP
* Cease all use of Company-owned IP
* Maintain ongoing confidentiality for trade secrets and sensitive information

**12. Breach of Policy**

Any breach of this policy may result in disciplinary proceedings (for employees), contract termination (for third parties), or legal action. Think About Learning Ltd reserves the right to pursue all remedies available under UK law.

**13. Review and Amendment**

This policy shall be reviewed annually and updated in line with changes in UK intellectual property law, business needs, or technological advancements.

**14. Contact**

For questions or concerns regarding this policy, please contact:
**Legal & Compliance Officer**
**Think About Learning Ltd**
[69, The Street, Uley, Gloucestershire GL11 5SL]