

# Whitecastle Community Council Copyright Policy

## 1. Purpose

This policy sets out how Whitecastle Community Council (“the Council”) will comply with copyright law and good practice when creating, using, sharing, or publishing material. It is designed to ensure the Council follows the principles and guidance set out in One Voice Wales Practice Development Note 19: Copyright (December 2025).

## 2. Scope

This policy applies to: - All Councillors - The Clerk and any other employees - Contractors, volunteers, and third parties acting on behalf of the Council

It covers all formats of material, including (but not limited to): - Text and documents - Photographs and images - Videos and audio recordings - Social media content - Website content - Newsletters and printed publications - Plans, maps, and technical drawings - Music played at Council events

## 3. Legal Framework

The Council recognises that copyright is governed primarily by the Copyright, Designs and Patents Act 1988. Copyright protects the rights of creators and owners of original works and gives them control over how their work is copied, shared, adapted, or communicated to the public.

Copyright infringement may occur if the Council uses copyrighted material without the permission of the copyright owner, including by: - Copying or reproducing the work - Publishing it online or in print - Sharing it on social media - Adapting or modifying it.

## 4. General Principles

The Council will: - Respect the intellectual property rights of others - Assume that material is protected by copyright unless clearly stated otherwise - Obtain permission or a licence before using copyrighted material, unless a legal exemption applies - Keep records of permissions and licences obtained - Seek advice where there is uncertainty

## 5. Responsibilities

### 5.1 Council

The Council is collectively responsible for ensuring compliance with this policy.

### 5.2 Clerk

The Clerk will: - Act as the lead officer for copyright compliance - Maintain records of permissions, licences, and copyright notices - Advise Councillors on copyright issues - Seek advice from One Voice Wales Development Officers or legal advisers where appropriate

### 5.3 Councillors and Staff

Councillors and staff must: - Check copyright status before using or sharing material - Not upload or publish third-party material without confirmation that it is lawful to do so - Follow this policy and related procedures.

## 6. Use of Images, Photographs, and Media

Images must not be copied from the internet, social media, or other sources unless:

The Council owns the copyright; or

Written permission has been obtained; or

The image is licensed for reuse (e.g. with an appropriate paid licence or clear open licence); or a specific legal exemption applies

Licence terms must be checked carefully, including duration, attribution requirements, and

permitted uses

Images of individuals must also comply with data protection and privacy requirements

## **7. Website, Social Media, and Publications**

All content published on the Council's website, social media accounts, and publications must comply with copyright law

The Council will publish a clear copyright notice and website terms and conditions

Where the website is managed by a third party, a written agreement must confirm copyright ownership and responsibilities

Links to external websites may be provided, but the Council does not accept responsibility for external content

## **8. Statutory Exemptions and Required Disclosures**

The Council recognises that copyright is not infringed where: - Information must be disclosed under legislation such as Freedom of Information - There is a statutory duty to publish or make information available for public inspection (e.g. agendas, minutes, planning information) - Specific exemptions under the Copyright, Designs and Patents Act 1988 apply

Special care will be taken with plans, maps, and technical drawings, which may be subject to additional marking and publication requirements.

## **9. Publication Scheme and Public Access**

Where information is published as part of the Council's publication scheme or statutory duties, the Council will: - Limit use to what is required by law - Include appropriate copyright notices where necessary - Avoid reuse of copyrighted material beyond the statutory purpose

## **10. Music and Events**

The Council will ensure that appropriate licences (e.g. from the Performing Rights Society) are obtained where music is played at Council-organised events, where required  
Responsibility for checking licensing requirements rests with the Clerk

## **11. Seeking Permission and Licences**

Permission must be obtained from the copyright holder before use, unless an exemption applies

If the copyright owner cannot be identified or contacted, the material must not be used without further advice

The Council may seek guidance from relevant licensing bodies or One Voice Wales

## **12. Insurance and Financial Risk**

The Council recognises that: - Copyright infringement may result in claims for damages or licence fees - Insurance may not cover costs where fees relate to normal licensed use - Preventative compliance is essential to manage financial risk

## **13. Breaches of Policy**

Any suspected or actual copyright breach must be reported immediately to the Clerk. The Council will: - Take prompt action to remove or correct infringing material - Seek advice where necessary - Consider further action if breaches arise from negligence or misconduct

## **14. Training and Awareness**

The Council will: - Ensure Councillors and staff are aware of this policy - Provide guidance or training as appropriate - Encourage early consultation with the Clerk on copyright

matters

**15. Review**

This policy will be reviewed biannually, or sooner if there are changes in legislation or guidance.

Adopted by Whitecastle Community Council: 19/2/2026

Next Review Due: February 2028