Contents

[Protect intellectual property 2](#_Toc383713506)

[1.1 Identify current *legislation and standards*relating to intellectual property and copyright 2](#_Toc383713507)

[1.2    Investigate current organizational copyright policy 3](#_Toc383713508)

[1.3    Adhere to organizational policy and current legislation in work practices 3](#_Toc383713509)

[Contribute to copyright policy 3](#_Toc383713510)

[Protect rights of stakeholders 3](#_Toc383713511)

[Contribute to privacy policy 3](#_Toc383713512)

[Maintain privacy policy 3](#_Toc383713513)

[Contribute to creation of ethics code 4](#_Toc383713514)

[Maintain ethics code 4](#_Toc383713515)

Copyright, Ethics and Privacy in an IT Environment

Protect intellectual property

Intellectual property (IP) is the property of your mind or proprietary knowledge and can be an invention, a trade mark, a design or the practical application of your idea.

Copyright protection is free and automatic in Australia and protects the original expression of ideas, and not the ideas themselves.

Copyright also protects originally created:

* typographical arrangements
* databases
* media broadcasts
* computer programs
* compositions of other people's work such as academic journals or CD compilations

The moment an idea or creative concept is documented, on paper or electronically, it is automatically protected by copyright. Because it is automatic in Australia, there is no official registry or application process for copyright protection.

Copyright protection is provided under the *Copyright Act 1968* and gives you exclusive rights to license others in regard to copying your work, performing it in public, broadcasting it, publishing it and making an adaptation of the work. Rights vary according to the nature of the work. Those for artistic works, for instance, are different from those for literary and musical works.

Copyright doesn't protect you against independent creation of a similar work. Legal actions against infringement are at times complicated by the fact that a number of different copyrights may exist in some works - particularly films, broadcasts and multimedia products.

Copyright laws differ from country to country, however Australia is party to a number of treaties that increase the copyright protection of international works.

* 1. Identify current *legislation and standards*relating to intellectual property and copyright

1.2    Investigate current organizational copyright policy

1.3    Adhere to organizational policy and current legislation in work practices

Contribute to copyright policy

2.1    Contribute to the creation or updating of the organization’s copyright policy and procedures to align with legislation and industry standards

2.2    Distribute new or revised policy and procedures to stakeholders

Protect rights of stakeholders

3.1    Identify and document the relevance of legislation and standards to organizational outcomes

3.2    Investigate and review organizational ***privacy policy***and procedures

3.3    Investigate and review organizational code of ethics

3.4    Determine the integrity, confidentiality, security and availability of information as required by organizational policy

3.5    Maintain confidentiality and proprietary rights of ***stakeholder***interests

Contribute to privacy policy

4.1    Contribute to the creation or updating of the organizational privacy policy and procedures to align with privacy legislation

4.2    Distribute new or revised policy and procedures to stakeholders

4.3    Implement new work procedures and collect feedback from stakeholders

4.4    Ensure the integrity, confidentiality, security and availability of information as required by organizational policy

Maintain privacy policy

5.1    Review work practices to ensure application of privacy policy and procedures

5.2    Maintain the integrity, confidentiality, and availability of information as required by organizational privacy policy

5.3    Review work practices to ensure system security according to organizational privacy policy

Contribute to creation of ethics code

6.1    Assist in developing or updating a code of ethics to align with legislation and standards for the organization

6.2    Distribute the new ethics code to stakeholders and collect feedback

6.3    Implement new ethical work procedures and collect feedback

6.4    Review ethical work practices and feedback to ensure application of the code

Maintain ethics code

7.1    Perform regular checks to ensure stakeholders understand and are continuing to apply the code of ethics in the workplace

7.2    Establish a review and grievance procedure to enable confidential reporting of any ethical issues

7.3       Interview and regularly follow up with stakeholders to ensure they are receiving consistent and appropriate service in dealing with the code of ethics