

## **Copyright Policy**

### **What is copyright?**

Copyright recognises the skill and labour expended by an author in creating a work. Where copyright subsists in a work, the copyright owner has exclusive rights to carry out various acts in relation to the copyright work. Activities, such as copying, set out in legislation (the Copyright Designs and Patents Act 1988) carried out by those other than the copyright owner, without permission, may infringe the owner's exclusive rights. If you are not the copyright holder for a particular work you must ordinarily obtain copyright permission prior to reproducing that work. There are some exceptions to this but generally they do not apply to mainstream commercial use.

### **Introduction**

This document outlines the copyright policies applicable to all content, including but not limited to text, images, graphics, audio, video, software, and other materials (collectively referred to as "Content") on the Focus Foundation website. By accessing or using our website, you agree to comply with the terms of this policy.

### **Ownership of Content**

All Content on the Focus Foundation website is either the property of the Focus Foundation or is used by the Foundation with permission from the rights holders and protected by U.K. and international copyright laws. Unauthorised use, reproduction, modification, distribution, or republication of any Content on this website is prohibited.

### **Use of Focus Foundation Assets and Original Imagery**

#### **Permitted Use**

**Personal Use:** You may view, download, and print Content from our website for your personal, non-commercial use.

**Educational Use:** Educators and students may use Content for educational purposes, provided proper attribution is given to Focus Foundation.

#### **Prohibited Use**

**Commercial Use:** You may not use, reproduce, distribute, or display Content for commercial purposes without obtaining prior written permission from the Focus Foundation.

**Derivative Works:** Creating derivative works based on the Content without permission is prohibited.

### **Requesting Permission for Use**

If you wish to use any Content from the Focus Foundation website for purposes not covered under permitted use, please contact us at [email address] with the following information:

- A description of the Content you wish to use.
- The purpose and manner of use.
- Your name, organization, and contact information.

We will review your request and respond within [number] business days. Approval is at the sole discretion of the Focus Foundation and may be subject to certain terms and conditions.

### **Attribution**

When using Content from our website, you must provide proper attribution to the Focus Foundation. The attribution should include:

- The title of the Content.
- The author/creator (if known).
- A link to the original Content on our website.
- A statement that the Content is used with permission from the Focus Foundation.

Example: "Title of Image" by Author Name, used with permission from Focus Foundation [link to the original Content].

### **Third-Party Content**

Some Content on the Focus Foundation website may be owned by third parties and used with their permission. Use of such Content is subject to the terms and conditions set by the respective third-party rights holders. Please contact the respective rights holders for permissions related to third-party Content.

### **Copyright Infringement Claims**

Focus Foundation respects the intellectual property rights of others. If you believe that your work has been used on our website in a manner that constitutes copyright infringement, please provide us with a written notice including the following:

- A description of the copyrighted work that you claim has been infringed.
- A description of where the allegedly infringing Content is located on our website.
- Your contact information, including address, telephone number, and email address.
- A statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law.
- A statement by you, made under penalty of perjury, that the information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.
- Your physical or electronic signature.

Please send the notice to: [Email Address]

### **Amendments**

Focus Foundation reserves the right to amend this Copyright Policy at any time. Any changes will be posted on this page, and the revised policy will take effect immediately upon posting. Your continued use of the website after any changes signifies your acceptance of the updated policy.

### **Contact Information**

For any questions or concerns regarding this Copyright Policy, please contact us at:  
[info@focusfoundation.org.uk](mailto:info@focusfoundation.org.uk)

By accessing or using the Focus Foundation website, you agree to comply with this Copyright Policy and all applicable laws and regulations. Thank you for supporting Focus Foundation and respecting our intellectual property rights.

Last updated: November 2024