

# Copyright and Permissions Policy

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## 1 IFS copyright

### 1.1 IFS employees

The IFS owns the copyright for any material written by IFS employees in the course of their employment. Where an author is not an employee of the IFS, copyright remains with that author (or with their host institution).

Authors have the right to be acknowledged as the authors of their work.

### 1.2 Assigning copyright

Copyright may be assigned to another organisation, for example when an article is published in an external journal. The author, or an authorised IFS employee, can sign a copyright transfer agreement on behalf of the IFS. In general, the author will be permitted by the publisher to make copies of the work for research and teaching purposes. Any previous versions such as working papers, can usually be made available publicly, but not the final published version. Authors should check the individual agreements, which vary between publishers.

Permission must be sought from the publishers, should the author or the IFS wish to publish the work elsewhere.

### 1.3 Open Access

The IFS aims to make all publications available free of charge online, in line with our Open Access policy. Any work funded by a UKRI grant must be published as Open Access.

#### ➤ Open Access Policy

### 1.4 Permission for use of IFS copyright material

External organisations or individuals wishing to use IFS material will contact [outputs@ifs.org.uk](mailto:outputs@ifs.org.uk).

As our aim is to disseminate our research findings as widely as possible, IFS will grant permission for any reasonable requested use. Where the use is for an academic publication or for teaching or research purposes, no charge will be made. For commercial purposes, other than for academic or educational publishing, a charge may be made.

In all cases, we will ask that an acknowledgement of the copyright owner (IFS) and the authors is made. Where possible, a link should be provided to the publication and the title and year should also be given.

## 2 Use by IFS of material which is not IFS copyright

### 2.1 What does the law allow?

Text from existing publications may be used, under the terms of the Copyright, Designs and Patents Act, for the following purposes:

#### 2.1.1 Criticism or review

Quoting parts of a work for the purpose of criticism or review is permitted provided that:

- The work has been made available to the public.
- The source of the material is acknowledged.
- The material quoted must be accompanied by some actual discussion or assessment (to warrant the criticism or review classification).
- The amount of the material quoted is no more than is necessary for the purpose of the review.

### **2.1.2 News reporting**

Using material for the purpose of reporting current events is permitted, provided that:

- The work is not a photograph.
- The source of the material is acknowledged.
- The amount of the material quoted is no more than is necessary for the purpose.

## **2.2 Acknowledgements**

In all cases, where such material is used, an appropriate acknowledgement should be given. This will include the copyright owner and the authors. If possible, the acknowledgement should also include a link to the publication and its title and year.

Where the authors of the work used are IFS authors, acknowledgement of copyright owner should be made if this owner is not the IFS.

## **2.3 Newspaper articles**

The Newspaper Licensing Agency does not permit the titles of articles or material from them to be reproduced. Where we create entries for these articles on our website we will therefore change the titles and any reproduced text. The articles reproduced will only be those written by IFS authors.

## **3 Use of images and video**

Images and video may be used on the website, on social media, or in printed or other materials, such as slides for presentations. Images should only be used if:

- They have been created by IFS staff; OR
- We have acquired the right to use them, either by asking for permission which has been granted (ideally in writing) or through purchasing the right; OR
- The copyright owner has explicitly given permission for the image to be used (for example with a statement on the website where the image was found); OR
- They have been acquired through paid-for, commercial or free-to-use image galleries or vendors.

When using the images or videos, we will:

- Use them consistently with the terms determined by the gallery or vendor.

Note that copyright owners do not have to make any statement at all to assert their copyright over whole web pages, text, images, graphic art, maps, videos, music, sound recordings or any other work, including artistic, dramatic, literary or musical – anything that is created and published on the internet is automatically under copyright to the original creator under the law, assuming it has not itself been copied.

## 4 Making photographs and videos

### 4.1 Overview

ICO guidance states that “...if someone can be recognised from a photograph, it is usually considered as personal data.”<sup>1</sup> We will carefully consider the purpose and potential use(s) of photographs, videos, and other images in our work, and only take, commission, and use images of identifiable subjects in line with the procedures outlined below.

### 4.2 Taking and using photographs or videos

#### 4.2.1 Research subjects

When we publicise our research activities and findings based on primary research, IFS may want to illustrate the text with photographs, videos or other images. This could be on our website, on social media, or in printed materials, such as newsletters.

We will not take, commission, or use photographs, videos or other images of research subjects, or of children or vulnerable adults, for marketing purposes. We will use paid-for, commercial, or free-to-use image galleries or vendors (“stock images”) instead.

Where photographs or videos of research subjects are needed for research purposes and are essential to the design of the research project, we will undertake assessments in line with the IFS Data Protection Policy and ensure compliance with research ethics principles and processes, IFS Data Protection Policy, and all relevant data protection law.

➤ **Data Protection Policy**

#### 4.2.2 Other individuals or groups

Where photographs, videos, or other images are taken of non-research participants, for example collaborators or partners, consent should be obtained prior to the use in publicity or promotion materials, if possible in writing, using the form in the Appendix (see section 4.3).

#### 4.2.3 IFS events

Where photographs or filming will take place at an IFS event, delegates should be informed at the start of the event. If anyone objects to their image being used, all reasonable efforts will be made to avoid using it in publicity or promotion materials.

### 4.3 Written consent

Where possible we should obtain consent in writing. The form will list all the possible uses of the image.

When photographing groups, an opt-out approach may be used. Tell the group why you are photographing them and how you want to use the image and give people time to move out of the frame if they wish.

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<sup>1</sup> See: <https://ico.org.uk/for-organisations/sme-web-hub/whats-new/blogs/taking-photographs-data-protection-advice-for-schools/#:~:text=If%20someone%20can%20be%20recognised,'lawful%20basis'%20is%20essential>

## 5 Appendix: Photography and filming consent form

We will not permit photographs, videos, or other images of people to be taken without their consent. The IFS will take all steps to ensure these images are used solely for the purposes they are intended.

### Consent information

*To be completed by the individual:*

- I consent to the IFS photographing or videoing me.
- I can confirm that I have read, or been made aware of, the organisation's **Copyright and Permissions Policy**.
- I can confirm that I have read, or been made aware of how the IFS will use these images or videos in future and how these images or videos will be stored within the organisation.

**Signature of individual:**

**Date:**

**Print name of individual:**

## 6 Policy review

### 6.1 Summary of reviews

Date	Reviewed by	Issues found	Action taken	Notes
31/10/2022	EH	N/A	N/A	Reviewed policy but no major changes needed.
27/9/2023	EH	Small typo and added reference to UKRI OA requirements	Minor edits	

### 6.2 Log of changes made

Date	Changes made	Changes made by	Major or minor change?	Approved by (major changes only)
31/10/22	Changed reference to Open Access policy	EH	Minor	N/A
11/11/22	Changed external contact address from <a href="mailto:permissions@ifs.org.uk">permissions@ifs.org.uk</a> to <a href="mailto:outputs@ifs.org.uk">outputs@ifs.org.uk</a>	EH	Minor	DW
15/11/22	Changed policy to say that no images of research subjects will be used for promotion, only if needed for a research reason.	YT	Major	EH
27/9/2023	Added UKRI Open Access requirements to section 1.3	EH	Minor	EH