

# EASTBOURNE CENTRAL u3a

## Study Group Leaders' Guidance

### Data Protection

To comply with data protection regulations study group leaders should:-

Ensure that all email addresses of members of their group are inserted in the BCC (blind carbon copy) box when sending out messages to the whole group. This ensures that individual addresses are hidden from other members of the group.

If a member of the u3a requests the contact details of another member this should be one by asked the person making the request if they object if you gave their contact details to the other members asking them to contact the person making the request. Technically information about a member should not be shared with others without their permission.

A copy of the full data protection policy is available through the links page on our website

<http://u3asites.org.uk/eastbourne-central>

### Copyright

All group leaders should be wary of copyright infringement and exercise caution when using the work of others, please be vigilant and advise your group members on how to avoid breaches of copyright.

Copyright protects the following categories of works:-

- Literary works, (including letters, reports, journals etc.)
- Dramatic works (including choreography, film scripts, etc.).
- Musical works
- Databases
- Artistic works (including photographs, sculptures, maps etc.)
- Sound recordings and films.
- The typographical layout of a published edition of a literary, dramatic or musical work. So, the content of a recently published edition of a work written many years ago could be out of copyright, but the 'typographical arrangement' would not.

Copyright will protect the outputs of many groups e.g. craft-based groups, photography, creative writing groups etc. However, other groups will want to use the works of others for study. There are 4 circumstances in which the work owned by others can be used:-

- Copyright in the work has expired, meaning that the work has entered the public domain and can be freely used or exploited by anyone.
- The use falls under one of the copyright exceptions under the Copyright, Designs and Patents Act 1988as amended. Specifically, the 'fair dealing' exemption will apply to many groups. Read more below.
- The copyright holder has given permission for the use or exploitation of the work e.g. has responded to you directly giving permission or has already given a general approval via a public copyright licence such as a Creative Commons licence (with or without associated conditions).
- The relevant work and use is covered by a licensing scheme that the u3a and/or the Third Age Trust and/or the relevant venue has subscribed to.

**'Fair Dealing'** The UK government website explains that works can be used for private study and research, without breaching copyright. This will allow most u3a groups to share copyrighted materials within a private group setting in order to review and discuss the work for learning purposes, the artist/author/owner of the work should be fully credited and the works should not be shared more widely.

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