

Policy on Copyright of Institute Publications

Document 214120

Context and Purpose

The purpose of this policy is to protect the Institute publications from unauthorized reproduction.

Scope

This policy applies to all Institute publications, in paper and electronic format.

Policy Statements

1. Documents copyrighted

All documents published by the Institute are copyrighted, pursuant to the Copyright Act.

2. Reproduction

Reproduction of CIA documents, in whole or part will normally be acceptable provided written permission is obtained from the Executive Director or his designate, and the Canadian Institute of Actuaries is cited as the source.

3. Registration

The formal copyright registration is not normally completed which in no way reduces the legal protection provided by the Act. Formal registration may be completed at any time subsequent to the publication of the document and would only be undertaken in the unlikely event the Institute were contemplating legal action for copyright infringement.

Exemptions

N/A

Escalation Procedures/Management of Non-compliance with this Policy

Should Institute copyrighted material be reproduced without acknowledgement by some other publisher, the Head Office will write to the offender requesting that a letter of apology be sent to the Institute and that acknowledgement of the Institute as the source be made in the next issue or printing of the document.

The Institute may, at its discretion, publicize the instance of non-compliance and/or subsequent letter of apology, as appropriate, based on the gravity and impact of the offence.

In cases where the Institute's request for a correction and apology are not addressed appropriately or in a timely manner, the Institute may seek further legal action, as necessary to resolve the issue.

Definitions and Abbreviations

N/A

Associated Documents

N/A

References

Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

Monitoring, Evaluation, and Review

Approval date	September 17, 2014
Effective date	September 17, 2014
Approval authority	Board
Review owner	Executive Director
Prior review and revision dates	N/A
Review cycle	Every five years
Next review date	2019

Procedures

Documents are copyrighted using the following procedure:

The Head Office ensures that all published documents are marked with the copyright symbol and date.