Runspire Together

Intellectual Property (IP) Policy

1. Policy Statement

Runspire Together is committed to protecting its intellectual property to ensure the sustainability, integrity, and quality of our programmes and services. This policy explains how IP is identified, protected, and respected across the organisation.

2. Scope

This policy applies to all staff, volunteers, contractors, and partners involved in developing or delivering Runspire Together activities.

3. What Is Intellectual Property?

Intellectual Property includes, but is not limited to:

- Organisation and programme names (e.g., Runspire Together, RunFit Fusion)
- Logos, branding, and straplines
- Session formats, programme structures, and training plans
- Handbooks, documents, and marketing materials
- Videos, presentations, and digital content
- Case studies and research produced by Runspire

4. Ownership of Intellectual Property

All intellectual property created for or on behalf of Runspire Together remains the property of the organisation, unless otherwise agreed in writing.

5. Copyright

All original materials produced by Runspire Together are automatically protected by copyright. Where appropriate, documents, emails, or newsletters should include a copyright notice: **"© Runspire Together 2026. All rights reserved."**

6. Confidential Information

Confidential information includes:

- Draft or new programme ideas
- Pilot projects
- Funding applications and outcomes
- Partnership discussions
- Internal planning documents

This information should **not** be shared outside Runspire without permission.

7. Use of IP by Volunteers and Staff

Volunteers and staff may only use Runspire Together intellectual property for approved Runspire activities.
Materials, session formats, and programme content **must not** be copied, shared, or delivered outside the organisation without consent.

8. Meetings and Communications

When confidential or new ideas are discussed in meetings or emails, participants should be reminded that this information is for **internal use only**.

9. Partnerships and Licensing

External organisations may receive programme content or materials under a licence or written agreement. IP remains with Runspire Together unless explicitly agreed otherwise.

10. Breaches of This Policy

Suspected misuse or unauthorised sharing of intellectual property should be reported to a Runspire Together lead. Concerns will be addressed sensitively and proportionately.

11. Review

This policy will be reviewed annually or when significant changes occur within Runspire Together.

Created by Paul Hopkins 05/02/2026. To be reviewed 05/03/2026

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