

A civil servant's guide to copyright...

Copyright is a property right that protects original material that people create such as:

- [Charts and images](#)
- [Reports and guidance](#)
- [Websites and blogs](#)

When you create original works they **automatically** qualify for **copyright protection**.

As civil servants we have a responsibility to respect copyright.

Copyright is sometimes shown by using a copyright symbol © but **even material without the symbol** is protected by copyright.

If you are a civil servant the copyright in all the material you produce at [work will belong to the Crown](#).



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A licence is an agreement that allows people to use work protected by copyright. **The default licence for Crown copyright is the Open Government Licence.**

OGL

Material made available under the Open Government Licence means that you are free to:

- [Copy](#)
- [Adapt](#)
- [Publish](#)

This means you can use other civil servants' work and it makes government

information **open, accessible and reusable** for all.

If you wish to use any images or text that are not made available under the OGL you must make sure you have [permission from the copyright holder](#). This includes material you find on the internet.

Once you have identified who the copyright holder is, you need to ask for **permission** to reuse the work on behalf of HMG, in **print and electronic form**, throughout the world for

the duration of copyright.

Remember once you have permission, always **acknowledge** the copyright holder if they have asked you to. This is usually by including a line of text giving them credit for their material.

Never use pictures, text or images without the permission of the copyright holder [unless the material is made available under an open licence](#). It is especially important as a civil servant because you are asking for

permission on behalf of HMG.

Quick guide...

- Copyright is a property right
- Always ask permission to use material you find on the internet
- The Open Government Licence means anyone can use and reuse your work
- Always acknowledge the copyright holder
- Never reuse material without permission

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OGL