

Policy on Copyright of Actuarial Standards Board Publications

Document 214131

Context and Purpose

The purpose of this policy is to protect Actuarial Standards Board (ASB) publications from unauthorized reproduction.

Scope

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

Policy Statements

1. Documents copyrighted

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

2. Reproduction

Reproduction of ASB documents, in whole or part will normally be acceptable provided written permission is obtained from the Chairperson or his designate, and the Actuarial Standards Board 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

The Canadian Institute of Actuaries (CIA) is authorized to reproduce ASB documents and/or excerpts of these documents in its educational notes and other similar publications (e.g., research papers) without the need to cite the ASB as the source.

Escalation Procedures/Management of Non-compliance with this Policy

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

The ASB 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 ASB's request for a correction and apology are not addresses appropriately or in a timely manner, the ASB may seek further legal action, as necessary to resolve the issue.

Procedures

Documents are copyrighted using the following procedure:

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