Ceasing Employment.

1. Employees may use work they have developed in the context of ACTS work in other work or voluntary settings as long as all material is acknowledged as copyright to ACTS.

2. At the end of contract period, employees will remove any personal files from their personal drive on the server. All other material will be retained so that it can be accessed by appropriate members of staff or can be deleted after a suitable period.

Adopted by the Trustees May 2014