

# Terms when using our materials

## Introduction

1. As a small national independent charity, we are keen for individuals and other organisations to use, share and promote our materials, information and resources. These terms set out how we go about this. The latest version of these terms can be [found on our website](#).
2. Throughout these terms, where we refer to 'materials' we mean our marketing and information publications as well as any other information, publication or content that sits on [our websites](#).
3. By using our materials, you are confirming that you have read, followed and accepted these terms.

## When you need our permission

4. **Without prior permission from us** you may print off one copy, and download extracts, of any of our materials for your own personal reference.
5. **With our prior permission** you may [use our materials \(or extracts of them\)](#) in your role and/or print off multiple copies (or [order multiple hard copies](#)) of our materials. For example, you may wish to print out multiple copies of our guidance on the Rehabilitation of Offenders Act 1974 and give these out when delivering workshops on disclosure to individuals.
6. **With our prior permission** you may include [extracts of our materials](#) on your website or in your work.

## Getting permission to use our materials

7. If you wish to make any use of material on our sites where it requires permission, please email the details of your request to [admin@unlock.org.uk](mailto:admin@unlock.org.uk).
8. We will normally be happy to give permission for use of our materials. However, as a small independent charity, it is important for us to know about how our materials are being used, as this helps us to continue to work in an open and collaborative way. We normally ask to see in advance of publication a copy of any materials that you produce that includes our materials; this will usually be a condition of us giving our permission.
9. We retain the copyright over our materials and we reserve the right to revoke permission at any time; this is to help us minimise the sharing of inaccurate content.

## Referencing our materials

10. Wherever our materials are used (and permission has been obtained from us to do so), our status (and that of any identified contributors) as the authors of the material must always be acknowledged wherever it is referenced. You must not use any part of the information or materials on our site for commercial purposes without first obtaining permission from us to do so.
11. Our materials cannot be sold or altered in any way without our prior permission.

12. Some content has been published on our sites with the permission of the relevant copyright owners (if they are not Unlock copyright). All rights to such materials are reserved to the relevant copyright holder and permission to copy such materials must be obtained in advance from the relevant copyright owner (the sources are indicated within our content).

### Using extracts of our materials on your website or in your work

13. **With our prior permission** you may include extracts of our materials on other websites or in your work. This will normally be subject to:
- A copy of the work that includes our materials is sent to us in advance for approval, and a final version is provided for our archive.
  - Our status (and that of any identified contributors) as the authors of the material must always be acknowledged wherever it is referenced. Template text for where the materials relate to our practical information for people with convictions: *"We are grateful to Unlock, a charity for people with convictions, for providing us with permission to include the below information from their self-help information site. For more information, visit [hub.unlock.org.uk](http://hub.unlock.org.uk)."*

### Ordering multiple hard copies

14. Multiple hard-copies of our materials can be ordered from us at a cost. We do not make a profit from charging for our materials; as a small charity, the cost simply reflects the printing, postage and administration costs involved. Send an email to [admin@unlock.org.uk](mailto:admin@unlock.org.uk) with the details of what you'd like to receive, or call 01622 230705 for more information.
15. Alternatively, we are happy to provide high-resolution print-ready PDF's of our materials (where available) so that you can arrange multiple copies to be professionally printed. To do this, [get in touch](#) and let us know what you'd like to get printed and what you would be using them for.

### Linking to our materials online

16. Links to our materials (such as downloadable PDF's) should be directed to versions on our website.
17. You should not host copies of our materials on your website without our express permission. Our materials are regularly updated and we are unable to control versions of our materials held on websites other than on our own.
18. Where we see our materials hosted on other websites, we will ask that the materials are removed immediately and that the links are re-directed to the appropriate section of our website.

### Version control table

Version	Purpose	Date
1	Published online as PDF	18/05/2017