

# GRANT OF RIGHTS TO KOPIOSTO

**KOPIOSTO** is a copyright organisation for authors, publishers and performing artists.

## **WE MONITOR YOUR INTERESTS**

With this authorisation, you grant Kopiosto the right to licence copying of your works on your behalf.

We monitor that

- your copyrights are respected
- your works are used with permission
- you receive remuneration for the use of your works

## **HOW TO GRANT AUTHORISATION**

Give authorisation to our member organisation in charge of your creative industry. You may give authorisation to several member organisations of Kopiosto, but always in a different capacity.

➔ [www.kopiosto.fi/grantofrights](http://www.kopiosto.fi/grantofrights)

# GRANT OF RIGHTS TO KOPIOSTO

An authorisation to manage and monitor copyrights

*\*Required information*

## AUTHORISER (hereinafter copyright holder)

First names*	Surname*
--------------	----------

Finnish personal identity code or Date of birth and nationality*
--

## THE MEMBER ORGANISATION OF KOPIOSTO RECEIVING THE AUTHORISATION

(see below for the list of member organisations of Kopioisto)

Organisation name (hereinafter organisation)*
---

## PLEASE MARK IN WHICH CAPACITY/CAPACITIES YOU ARE GIVING THE AUTHORISATION\*

- |  |  |  |   |
|--|--|--|---|
| <input type="radio"/> reviewer/critic    | <input type="radio"/> graphic designer | <input type="radio"/> textbook author    | <input type="radio"/> lyricist          |
| <input type="radio"/> editor-in-chief    | <input type="radio"/> visual artist    | <input type="radio"/> researcher         | <input type="radio"/> composer/arranger |
| <input type="radio"/> science journalist | <input type="radio"/> illustrator      | <input type="radio"/> non-fiction author |   |
| <input type="radio"/> journalist         | <input type="radio"/> cartoonist       |  |   |
| <input type="radio"/> author             | <input type="radio"/> photographer     |  |   |
| <input type="radio"/> screenwriter       |  |  |   |
| <input type="radio"/> playwright         |  |  |   |
| <input type="radio"/> translator         |  |  |   |

Place and date*	Signature and clarification*
-----------------	------------------------------

**REMEMBER** to sign both the authorisation and the contact information form.

Please send both forms to the member organisation of Kopioisto to which you are giving your authorisation.

The organisation submits your authorisation to Kopioisto's database.

### The member organisations of Kopioisto representing authors of text, image, photos and sheet music:

- |   |  |
|---|--|
| Association for Local Papers Editors-in-Chief                           | The Finnish Association of Magazine Editors-in-Chief                           |
| Finnish Association of Science Editors and Journalists                  | The Finnish Association of Translators and Interpreters (SKTL)                 |
| Finnish Music Creators FMC  | The Finnish Critics' Association   |
| Finnish Playwrights and Screenwriters Guild                             | The Finnish Union of authors writing for children, youngsters and young adults |
| Freelance Media Workers' Association                                    | The Guild of Finnish Editors   |
| Grafia - Association of Visual Communication Designers in Finland       | The Finnish Comics Professionals   |
| Society of Swedish Authors in Finland (SFS)                             | The Society of Finnish Composers   |
| The Association of Finnish Illustrators                                 | The Union of Finnish Writers   |
| The Association of Finnish Non-fiction Writers                          | The Union of Journalists in Finland (UJF)                                      |
| The Central Association of Finnish Photographic Organizations, Finnfoto | Visual Artists' Copyright Society Kuvasto                                      |

# AUTHOR CONTACT INFORMATION FORM

*\*Required information*

## CONTACT INFORMATION

First names*	Surname*
--------------	----------

Finnish personal identity code or Date of birth and nationality*	Email address
--	---------------

Address*
----------

Postcode and city*
--------------------

Telephone
-----------

## BANK DETAILS FOR THE PAYMENT OF REMUNERATION

IBAN*	BIC*
-------	------

## OTHER INFORMATION

Pseudonym
-----------

My pseudonym may not be published in connection with my name.

I am a member of the following member organisations of Kopioisto (see Kopioisto's website for the list: <a href="http://www.kopioisto.fi/organisations">www.kopioisto.fi/organisations</a> )
--

Place and date*	Signature and clarification*
-----------------	------------------------------

**REMEMBER** to sign both the authorisation and the contact information form.  
Please send both forms to the member organisation of Kopioisto to which you are giving your authorisation.  
The organisation submits your authorisation to Kopioisto's database.

## SECTION 1: PURPOSE OF THE AUTHORISATION

With this authorisation (hereinafter authorisation), the signatory copyright holder authorises the organisation to manage and monitor their rights with the conditions below regarding written or artistic works, photographs, lists and databases (hereinafter work) that are published or made public.

The authorisation does not cover cinematic works or other audiovisual works, computer software or performances of works or recordings thereof.

## SECTION 2: AUTHORISATION GIVEN TO ORGANISATIONS

The copyright holder authorises the organisation

A) to manage the rights and remuneration of the works under the Finnish Copyright Act (hereinafter management authorisation) in the following categories of rights (hereinafter category of rights):

### GR1 Photocopying

Copying of published works by photocopying or by other similar methods and printing of works made public from digital sources and copying of the prints by photocopying or by other similar methods.

### GR2 Use for education and research

Digital copying of works made public and copying of works published in print into digital format, communicating to the public of these copies for educational and research purposes as well as use of the copies for these purposes.

### GR3 Internal use of companies and organisations

Digital copying and communicating to the public of works made public for the internal use as well as training and consulting activities of companies, authorities and other organisations.

### GR4 Use of an archived newspaper or magazine

The reproduction and communication to the public of a work published in a newspaper or magazine by the publisher in a republication.

### GR5 Use in libraries, archives and museums

The reproduction and making available to the public of a work included in the collections of a library, an archive or a museum, including in a way which enables members of the public to access the work from a place and at a time chosen by themselves.

### GR6 Public lending remunerations, visual artists and photographers

The right to collect remuneration from the public lending right scheme for visual works and photography copyright holders.

### GR7 Private copying

The right to receive, hold and distribute the private copying levy in accordance with copyright legislation and other corresponding remunerations.

### GR8 Use of a work included in a newspaper or magazine publication

The reproduction and making available to the public of a work included in a newspaper, magazine or periodical publication, including in a way which enables members of the public to access the work from a place and at a time chosen by themselves.

### GR9 Use in online content sharing services

Communication to the public of a literary and visual work and photograph or parts thereof that a user has saved in an online content sharing service as defined in chapter 6 a of the Finnish Copyright Act.

and

B) to monitor the unauthorised use of their works (hereinafter monitoring authorisation).

The management authorisation does not apply to the reproduction or communicating to the public of a copy in a publishing operation, unless the description of the category of rights states otherwise.

The management authorisation covers all aforementioned categories of rights and Finland and other countries, unless the copyright holder has notified otherwise when granting the authorisation or afterwards.<sup>1</sup> The management authorisation can only be given for a complete category of rights and it can only apply to entire countries, not parts of them. Cancelling categories of rights and defining their geographical coverage are regulated in section 7.

## SECTION 3: USE OF THE AUTHORISATION AND TRANSFERRING IT TO KOPIOSTO RY

The organisation determines how and to which extent the authorisation is used.

The organisation has the right to transfer the authorisation to Kopiosto ry either entirely or partially, in which case all that is stated on the organisation in this authorisation applies to Kopiosto ry where applicable.

The organisation can give Kopiosto ry the information regarding the copyright holder and their works needed in managing and monitoring the works.

## SECTION 4: THE RIGHTS AND RESPONSIBILITIES OF THE ORGANISATION

Under this authorisation, the organisation can make agreements concerning the use of the works and collect remunerations both prior to and after the granting of this authorisation and to receive, hold and distribute the remunerations.

The organisation can appear in court and in other instances on behalf of the copyright holder in its own name in matters concerning the right to use the works and the right to remuneration and as a plaintiff in copyright infringement issues, make arbitration agreements, and take any other measures necessary for effective management and monitoring.

The organisation has the right to make agreements concerning the management and monitoring of copyrights with corresponding organisations operating abroad.

The organisation commits to promoting the rights of the copyright holders.

## SECTION 5: THE RESPONSIBILITIES OF THE COPYRIGHT HOLDER

The copyright holder is committed to reporting to the organisation and, after transferring the authorisation, to Kopiosto ry their personal and contact information, and possible changes in them and, when required, information on their works and all other data required for managing and monitoring the works.

The copyright holder accepts the decisions of the organisation concerning the remunerations collected under the authorisation and their distribution and use.

The copyright holder is committed not to grant the management authorisation of categories of rights specified in this authorisation to a third party. The authorisation does not, however, prevent the copyright holder from granting individual licences to use their works.

The copyright holder is committed to such changes to the contents of the authorisation decided by the organisation that are caused by international agreements binding Finland, changes in legislation or such technical or judicial developments which affect the collective management of works specified in a category of rights. The organisation shall notify the copyright holder about such changes.

## SECTION 6: THE VALIDITY OF THE AUTHORISATION

The authorisation given in the authorisation comes into effect when the copyright holder has given the signed authorisation to the organisation. The authorisation is valid until the copyright protection ends, the copyright holder cancels the authorisation or part of it in writing or the organisation notifies the copyright holder in writing that it shall stop managing a category or categories of rights determined in the authorisation and/or monitoring the unauthorised use of the works.

## SECTION 7: CANCELLING THE AUTHORISATION OR A PART OF IT

The copyright holder may cancel the entire authorisation or a part of it. Partial cancellation may concern individual categories of rights or geographical areas.

If the cancellation concerns an individual category of rights or geographical area, the authorisation will remain in effect for other parts. Cancelled categories of rights may not be divided into smaller parts, and the cancellation may not concern a smaller area than a country.

The cancellation is done by notifying the organisation and/or Kopiosto ry in writing. The notification must clearly specify which category of rights or geographical area the cancellation concerns. The authorisation expires at the end of the calendar year during which the notice of cancellation was received by the organisation or Kopiosto ry.

## SECTION 8: PREVIOUS TRANSFERS OF RIGHTS

The authorisation replaces the authorisation previously given by the copyright holder to the organisation in the aforementioned capacity insofar as it concerns the works specified in section 1, and the previous authorisation will cease to be valid for this part. Otherwise, the authorisation will not cause changes to authorisations or agreements with which the copyright holder has previously ceded their rights or a part of them or granted the right to monitor their rights to another party.

## SECTION 9: DATA FILES AND DISCLOSING PERSONAL DATA

The author's personal data will be recorded in the data file of the organisation and/or Kopiosto ry. A separate privacy policy statement specifies the purpose of processing personal data, disclosure targets and the rights of the data subject.

<sup>1</sup>) If you want to give the management authorisation only for certain categories of rights and/or countries (section 2, part B), contact Kopiosto's office at [valtuudet@kopiosto.fi](mailto:valtuudet@kopiosto.fi).