

3-MINUTE IP CHECKLIST

Y/N/?

MY TRADEMARKS

1	I have registered my business name with the Intellectual Property Office "IPO"	
2	I have registered my business logo with the IPO	
3	My business name has not been registered by another company with the IPO	
4	My business logo has not been registered by another company with the IPO	

MY WEBSITE

5	My website IP has been contractually assigned by third party developers to my company	
6	My website photos and designs are all legally registered in my company name	
7	My website shows my written policies for cookies, data protection and privacy	
8	My website shows my copyright and all my IP registrations	

MY COMMERCIAL CONTRACTS

9	My supplier and contractor terms include a non-disclosure commitment	
10	My employment contracts include a confidentiality agreement	
11	My company has a Data Protection Act registration number with the ICO	
12	My proposals to new customers include a non-disclosure agreement	

MY DAILY OPERATIONS

13	My company email signatures include privacy terms and registered address	
14	My company has published an Acceptable Use policy for social media and emails	
15	My company data access passwords are changed every 6 months	
16	My staff and contractors have been given Data Protection training	
17	I understand how to qualify for Research and Development tax relief	
18	I have explored the opportunities of licensing my IP and how to do this	
19	I understand how to protect Designs created by my staff and contractors	
20	I know how to respond to a claim for any unexpected IP infringement	

[Any answers of NO or NOT SURE indicate risk. Please send to Clive@consult-smp.com](mailto:Clive@consult-smp.com)

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