

UNIVERSITY OF KENT

Take Down Procedure

The University of Kent seeks to observe the highest standards of compliance with the law and considers the posting of any material which amounts to defamation, infringement of data protection, intellectual property, or copyright very seriously. If you have found material which is unlawful on our website or legitimately under our name elsewhere e.g. breaches copyright or intellectual property rights or there may be defamation, please help us to deal with such material quickly and effectively by complying with the provisions of this Takedown Procedure and contacting us by completing and returning the required information in the Takedown Notice (word document) to the following email address: councilsec@kent.ac.uk

Procedure

Upon receipt of a Takedown Notice the following procedure will be followed.

1. We will acknowledge receipt of your Notice by email or letter within ten working days and will make an initial assessment of the validity and plausibility of the complaint.
2. If the initial assessment is that your complaint is potentially valid and requires further investigation or legal advice, the relevant material will be removed (or a request made to the hosting party if the material is hosted elsewhere) forthwith pending the outcome of the complaint.
3. If the initial assessment is that your complaint is not valid, we will inform you by letter or email and give you a further opportunity to explain your case.
4. Where a complaint is judged to be potentially valid, we will notify the contributor who published the material, inform them of the details of the allegations and ask them to address the complaint.
5. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably to the satisfaction of both parties, with the following possible outcomes:
 - material is replaced on the University website unchanged
 - material is replaced on the University website with changes
 - material is permanently removed from the website
6. If the initial judgement is that your complaint is potentially valid, the material will remain unavailable through the University website until a time when a resolution has been reached.
7. Notice will be given via the website about materials that have been taken down to inform others who may have copies.
8. The University may take legal advice to assist in the resolution of disputes and, where it is practicable, support action against unofficial sites purporting to be in our name/not under our control that breach others' rights.