

Notice and Takedown Policy and Procedure

University Records and Archives has made all reasonable efforts to ensure that content published in its online archival collections has been obtained in compliance with the archive's obligations under applicable UK laws, including intellectual property rights and data protection.

If you believe that online publication and access is illegal, you may request that the content is taken down from our website.

You may also request that material about you is taken down from our website by invoking your 'right to be forgotten'.

Your takedown request must be in writing and include the following information:

- Your name, email address and phone number
- The website address where you found the content (the URL in the address bar will allow us to look up the specific location).
- A description that clearly identifies the content in question and includes a unique reference number or unique identifier, if available.
- A description of the grounds for complaint, some examples are:
 - o Unauthorised use by reason of reproduction and/or making available the material.
 - o Breach of the moral right of [paternity/integrity/right not to have my work subjected to derogatory treatment].
 - o Other complaints, e.g., defamation, breach of confidence, data protection.
- A copy of photo ID (i.e., driving licence or passport) to identify that you are the person to whom the personal data relates.

Send your request and ID to archive@westminster.ac.uk or to University Records and Archives, 4-12 Little Titchfield Street, London W1W 7BY.

Your request will be acknowledged within 10 working days of receipt.

Upon receipt of your request, University Records and Archives will:

1. Make an initial assessment to validate your request
2. For all but spurious complaints, temporarily remove access to the content that is subject to complaint while we investigate the matter further
3. Acknowledge receipt of the complaint by email
4. Seek to verify your identity and authority as complainant
5. If necessary, refer the complaint to the University's Information Compliance team and/or legal advisor for comment and advice

During our investigation, we will look into your takedown request and reach a decision about whether the content should remain on our website. If we agree, and approve your request, we will confirm the removal of the data from our website and check whether this has any implications for any original source material from which the online content was derived. If your request is denied, we will reinstate the content on our website. In both instances, we will record our decision and advise you of the outcome.

The information you provide in your written request will only be used in connection with this enquiry and in accordance with the University Records and Archives' [Privacy Policy](#).

University Records and Archives
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