

# Royal Historical Society

## *Take-Down Policy and Procedures*

May 2019



### 1. Introduction

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This Take Down Policy is designed to be used on the rare occasion that an item used on an official Royal Historical Society Social Media account or website has been uploaded in error, or potentially infringes the rights of the material's owner, rights-holder or creator.

These instructions are accompanied by a template for notifying the Royal Historical Society of the complaint and associated guidelines, and both are available to download here:

<https://royalhistsoc.org/home/social-media-and-take-down-policies/>.

This policy is based on a document created by the JISC funded Web2Rights Project

[www.web2rights.org.uk](http://www.web2rights.org.uk).

### 2. Take down policy: general instructions for internal use only

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It is recommended that it is the policy of the Royal Historical Society to immediately suspend access to content that is subject to complaint while that complaint is verified. This is also in accordance with [UK Electronic Commerce \(EC Directive\) Regulations 2002](#), Clauses 17-19.

Although all efforts have been made to ensure that material that infringes the law will not be present on the Royal Historical Society's website and social media accounts, the risk cannot be entirely eliminated.

This 'notice and takedown' policy will be published prominently on the Royal Historical Society's website. It provides clear instructions on how to make a complaint (see below) if a copyright infringement is alleged to have taken place.

### 3. Take down notice (to be mounted on website)

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#### Take Down Notice

In the event that you are the owner of the copyright in any of the material on the Royal Historical Society website or official social media accounts and do not consent to the use of your material in accordance with the terms and conditions of use of this website, please contact us providing the information requested below. We will withdraw your material from our website on receipt of your written objection and proof of ownership of the aforementioned material.

In order to process your complaint, please provide the information required using this template.

Your request should then be sent FAO the Research and Communications Officer of the Royal Historical Society using the contact details here: <https://royalhistsoc.org/about/contact/>.

#### 4. Notice and take down procedure - for Royal Historical Society Internal Use Only

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*This is the action that needs to be taken on receipt of a complaint.*

The Research and Communications Officer, Executive Secretary, Administrative Secretary and Honorary Director(s) of Communication have the authority to remove content. On receipt of a notice of complaint regarding content, the RCO or Honorary Director of Communications will:

1. Acknowledge receipt of the complaint by email: *Dear X, I am writing to acknowledge receipt of your complaint regarding content of an item in..... I have suspended access to the item pending verification of the complaint. In the event that I verify your complaint, I will comply fully with your request.*
2. Remove the item that is subject to complaint.
3. If necessary, refer the complaint to the Honorary Director(s) of Communications and/or the President for comment and advice.
4. Seek to verify the identity and authority of the complainant (e.g. if this is a complaint regarding infringement of copyright, that the complaint has been made by the person named as complainant and that the named person is either the rights holder or rights holder's agent).

#### 5. Resolving the complaint

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Content that is subject to complaint will not be made available again online until the Research and Communications Officer proves to the satisfaction of the President that it does not breach any law.

If the complaint is upheld, or any uncertainty remains, the content will not be made available again.

*Royal Historical Society  
May 2019*

*Due for Review: May 2021*