

EdShare Take-Down Request & Complaints Procedure

EdShare is a repository which has been established at the University of Southampton with funding from the Joint Information Systems Committee ("JISC").

The aims of EdShare are, amongst other things:

- (i) to establish a service to sustain on-line resources in teaching and learning materials;
- (ii) to enable this service to be tested as a prototype for possible similar services elsewhere; and
- (iii) to establish an improved service for dissemination and use of teaching and learning materials across the University and the broader user community in higher education.

If you are of the opinion that a work within EdShare:-

- Is an infringement of your intellectual property rights ;or
- Is an infringement of your moral rights ; or
- Is offensive or unacceptable in some other way;

Please immediately contact edshare@soton.ac.uk with the following information:-

1. Identification of the item by title, description and its URL;
2. The nature of the complaint; and
3. Any supporting or substantiating evidence you have.

The University of Southampton will at its discretion remove or block future access to the item from EdShare. For the period of investigation, no further action will be taken by the University of Southampton in this regard but we will however advise you if the item is removed. Please also note that your complaint will be kept on record.

Any personal information you provide in your complaint shall be processed in accordance with the Data Protection Act 1998 and subordinate legislation. The data controller is the University of Southampton, unless otherwise stated. The University's data protection policy and guidelines are available from Legal Services.

University of Southampton,
January 2009