

## Notice and takedown policy

If you are a rights holder and are concerned that you have found material on our website, for which you have not given permission, or is not covered by a limitation or exception in national law, please contact us via email ([ehealth@kcl.ac.uk](mailto:ehealth@kcl.ac.uk)) stating the following:

1. Your full name and contact details - an email address is preferable.
2. Full details of the material and when you found it
3. Proof that you are the rights holder and a statement that, under penalty of perjury, you are the rights holder or are an authorised representative.

Upon receipt of notification the 'Notice and takedown' procedure is then invoked as follows:

1. The project will acknowledge receipt of your complaint by email and will make an initial assessment of the validity of the complaint.
2. Upon receipt of a valid complaint the material will be temporarily removed from the project website pending an agreed solution.
3. The project will contact the contributor who included the material, if relevant. The contributor will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints concerned.
4. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
  - The material is replaced on the website unchanged.
  - The material is replaced on the website with changes.
  - The material is permanently removed from the website.
5. If the contributor and the complainant are unable to agree a solution, the material will remain unavailable until a time when a resolution has been reached.