

ShareGeo Open Notice and Take Down Policy

(based on [EThOS Toolkit](#))

If EDINA is notified of a potential breach of copyright, or receives a complaint indicating a violation of any law (including but not limited to laws on copyright, patent, trademark, confidentiality, data protection, obscenity, defamation and libel) the dataset involved will be removed from the repository as quickly as possible pending further investigation.

Where the grounds for complaint are considered plausible, the dataset will be permanently withdrawn from the repository. A decision on whether the material may be made available again may take some time if it is necessary for EDINA to seek legal advice to resolve the complaint.

How to complain:

If you have discovered material in ShareGeo Open which is unlawful e.g. breaches copyright, (either yours or that of a third party) or any other law, including but not limited to those relating to patent, trademark, confidentiality, data protection, obscenity, defamation, libel or incitement to terrorism, please contact the administrator in writing (and preferably also by email) providing the following information:

- Your contact details.
- The full bibliographic details of the dataset, including its URI.
- The website address where you found the dataset in ShareGeo Open.
- The nature of your complaint.
- An assertion that your complaint is made in good faith and is accurate.
- If you are complaining about breach of your own copyright, please state, under penalty of perjury, that you are the rights owner or are authorised to act for the rights owner.

Please send your complaint to:

FAO: ShareGeo Open Service Manager (Re: Notice and Takedown)
EDINA
Causewayside House
160 Causewayside
Edinburgh EH9 1PR

In addition, please send an email with the message header 'ShareGeo Open Notice and Takedown' to the following address: edina@ed.ac.uk

The following 'Notice and Takedown' procedure will then be invoked:

- EDINA will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint, possibly taking legal advice.
- The material will be temporarily removed from the ShareGeo Open website pending an agreed solution.
- EDINA will contact the contributor who deposited the material. 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.
- 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 will be returned to the ShareGeo Open website unchanged.
 - The material will be returned to the ShareGeo Open website with appropriate changes.
 - The material will be permanently removed from the website.
 - If the contributor and the complainant are unable to agree a solution, the material will remain unavailable through ShareGeo Open until a time when a resolution has been reached.

Definitions and terms

See the separate document titled [“Terms and definitions used in ShareGeo Open”](#).