

Takedown Policy

Swansea University reserves the right to remove items at their discretion for any professional, administrative or legal reason.

Copyright infringements are the responsibility of the author.

To request the removal of items from the repository or any university webpage, please contact the repository administrator by e-mailing:

ISS-Research@swansea.ac.uk

Please supply the following information:

- your name, address and contact details
- the full bibliographic details of the material
- the nature of the complaint
- a statement that you are the rights owner or are authorised to act for the rights owner

If the administrator is notified of a potential breach of copyright, or receives a complaint indicating a violation of publisher's rules or other relevant concern, the item(s) involved will be taken offline pending further investigation.

The administrator will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity of the complaint. The material will be removed pending an agreed solution. The administrator will contact the contributor who deposited the material and inform them that the material is subject to a complaint.

The complainant and the contributor will be encouraged to resolve the issue swiftly, amicably and to the satisfaction of both parties, with the following possible outcomes:

- (i) the material is replaced on the repository website unchanged
- (ii) the material is replaced on the repository website with changes
- (iii) the material is permanently removed from the repository website

Swansea University reserves the right to change or otherwise modify this policy at any time.