

OUR COLLECTIONS - NOTICE AND TAKEDOWN POLICY

As part of our HLF funded 'Discovering the Guildhall' heritage project and wider objectives to preserve and tell the story of Portsmouth Guildhall for future generations we collect published output. This output may contain personal data in various forms including newspapers, radio recordings, oral history interviews, archive material, modern literary archives, electoral rolls and web articles.

We collect, catalogue and make available this collection (and the personal data within it) in the public's interest. Sensitive data is processed for the purpose of archiving in the public interest and retained in perpetuity so as to inform the research of future generations but is withheld from public access where it is likely to cause distress or harm to the data subject.

If you use the personal data present in our collections as part of your research you become a Data Controller in relation to that data and are responsible for using it ethically and in compliance with the law. Personal data must not be used to make decisions or take actions in relation to the data subject or be used in ways which would cause damage or distress to them.

In making our collection available we act in good faith but despite safeguards recognise that material may be in breach of copyright laws, contain sensitive personal information or be regarded as obscene or defamatory.

If you are concerned that you have found information for which you have not given permission, contravenes privacy laws, is obscene/defamatory or breaches copyright law please contact us in writing stating:

- Your contact details
- The full details of the material
- Where you found the material
- If the request relates to copyright, proof that you are the rights holder and a statement that, under the penalty or perjury, you are the rights holder or an authorised representative.
- The reason for your complaint

Please contact us at:
marketing@portsmouthguildhall.org.uk

Notice and Takedown
Portsmouth Guildhall
The Guildhall Trust
Guildhall Square
Portsmouth
PO1 2AB

Upon receipt of your request we will:

- Acknowledge receipt of your email or letter and make an initial assessment of the validity of the complaint.
- Temporarily remove the material from public access pending an agreed solution.
- If relevant we will contact the contributor of the material to address the complaint and seek resolution.
- We will seek to resolve the issue swiftly and amicably. If a solution can't be reached the materials will remain unavailable until such time a resolution is reached.