



Notice and Take Down Procedure

In making material available online the Academy acts in good faith. However, despite these safeguards, we recognise that material published online may be in breach of copyright or data protection laws, or contain sensitive content, or content that may be regarded as defamatory.

This procedure applies to all online material posted by the Academy, web content, social media (Facebook, Twitter, YouTube etc.)

If you are concerned that you have found material online, for which you have not given permission, contravenes privacy laws, is obscene / defamatory and in terms of copyright law is not covered by a limitation or exception, please contact the webmaster@ria.ie, or write as soon as possible to Notice and Takedown, Webmaster, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, Ireland, stating the following:

- Your contact details.
- The full details of the material.
- The exact and full url where you found the material.
- If the request relates to copyright, provide 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.
- The reason for your request including but not limited to copyright law, privacy laws, data protection, defamation etc.

Upon receipt of notification the ‘Notice and Takedown’ procedure is then invoked as follows:

1. We will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint.
2. Upon receipt of a valid complaint the material will be temporarily removed pending an agreed solution.
3. We will contact the contributor who deposited the material, if relevant. The contributor will be notified that the material is subject to a complaint, under what grounds, and will be encouraged to assuage the complaints concerned.
4. All parties will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of all, with the following possible outcomes:
 - a) The material is kept online.
 - b) The material is kept with changes or replaced.
 - c) The material is permanently removed.
5. If the parties involved are unable to agree a solution, the material will remain unavailable until a time when a resolution has been reached.

Webmaster, 11 June 2018