

Bristol Archives

Take-down policy and procedure



In making material available online, Bristol Archives acts in good faith. We apply safeguards to identify and restrict items which contain sensitive personal data or obscene/defamatory material. We also seek to obtain permission from copyright holders where appropriate.

However, if you are concerned that you have found material on our website or catalogues that breaches copyright laws, or you have other concerns about the content made available, please contact us at archives@bristol.gov.uk and provide the following:

- Your contact details.
- The full details of the material.
- The full URL where you found the material.
- The reason for your notification, including but not limited to copyright law, privacy laws, data protection, obscenity, defamation etc.
- If needed, proof that you are the copyright holder or an authorised representative.

When we receive your notification:

1. We will acknowledge your communication by email or letter and make an initial assessment of your complaint.
2. After receiving a valid complaint, we will temporarily remove the material from our website until a solution is agreed.
3. We will work with you to resolve the issue as quickly as possible, with the following possible outcomes:
 - The material is reinstated on our website or catalogue unchanged.
 - The material is replaced on our website or catalogue with appropriate changes.
 - The material is permanently removed from the website.