Disclaimer and Takedown Policy for Coventry University courses provided online

At Coventry University, we seek to ensure that our digital content complies with copyright law and we endeavour to make all reasonable efforts to respect copyright holders’ interests. This policy applies to courses provided by Coventry University Online. We clearly indicate where rights holders have been located and permission granted. Please ensure any re-use of these materials is in accordance with the licence specified and that the appropriate acknowledgements are included.

We recognise that from time to time material published online may, without our knowledge, be in breach of copyright laws, or include content that may be regarded as obscene or defamatory.

Personal Data
Some material published by us online may include your personal data. You have a number of rights in respect of your personal data, including the right to request erasure of your personal data in certain circumstances. Please see our Privacy Notices, including our Coventry University Online Students Privacy Notice, and FutureLearn’s privacy policy for more information about your rights, how to exercise these and about how Coventry University Group and FutureLearn process your personal data:

Copyright issues and/or obscene or defamatory material
If you are concerned that you have found material on our online courses, for which we have not been given permission to use, is obscene or defamatory and in terms of copyright law is not covered by a limitation or exception, please contact us in writing stating the following:

1. Your name
2. Your contact details
3. The full details of the material
4. The exact and full details where you have found the material.
5. 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.
6. The reason for your request including but not limited to copyright law, obscenity, defamation etc.

Contact Details:
The Studio
Coventry University Online
Coventry University
Friars House
Coventry
CV1 2TE
United Kingdom
onlinestudio@coventry.ac.uk
Upon receipt of notification that materials breach copyright law and/or are obscene or defamatory, the Takedown procedure shall be invoked as follows:

1. The Studio 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 from the FutureLearn website and websites under control of Coventry University, pending an agreed solution.

3. The Studio 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. 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:
   a. The material is replaced unchanged,
   b. The material is replaced with changes, or
   c. The material is permanently removed.

If the contributor and the complainant are unable to agree a solution, the material will remain unavailable until a time when a resolution has been reached.