

# Takedown and Reclosure Procedure

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## List of terms

Born digital archives – items created digitally, such as a Microsoft Word document or an Excel spreadsheet.

Digitised material – digital images of physical items within our collections, such as a document or a map.

Personal data – information about an identifiable individual. For more information about what constitutes personal data, please see <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/personal-information-what-is-it/what-is-personal-information-a-guide/>.

Reclosure – most of our archive material is “open”, that is available for researchers to use in our searchroom. Some of our material is “closed”, that is not available for researchers to use; this is usually because it contains sensitive personal information or at the request of the depositor. It is unusual to reclose material which has been classed as open, but can be done in certain circumstances.

Takedown – we make available online born digital archive materials and digitised versions of items in our collections. Where possible we identify and contact rights holders before making material available online. If a rights holder believes that material for which they own the rights has been made available online without permission, they can request it be taken down.

## Introduction

Hull History Centre accessions, catalogues and makes available a wide variety of archival material, through our searchroom and online via our website, blog, online catalogue and social media accounts.

If you believe that we have made available online either material for which you hold the copyright or personal data relating to you, you can ask us to remove it from the internet. If you believe that personal data relating to you is contained within one or more items in our collections and that the item(s) should therefore be closed to public access, you can ask us to assess the item(s) for closure.

This policy relates to all archival material held by Hull History Centre, except that which is already closed to researchers either under data protection legislation or at the request of the depositor. It also relates to material we make available online, including born digital and



digitised records and information in our catalogue.

Hull History Centre is a joint service run by Hull Culture and Leisure (on behalf of Hull City Council) and the University of Hull. Requests made to us under this policy will be assessed by either the City Archivist and Collections Manager (for records held by Hull City Archives or Hull Local Studies Library) or the University's Archivists (for records held by Hull University Archives).

### **Process**

Requests for closure or takedown of material should be made either by emailing us at [hullhistorycentre@hcandl.co.uk](mailto:hullhistorycentre@hcandl.co.uk) or by writing to us at Hull History Centre, Worship Street, Hull, HU2 8BG.

Please include:

- Your name and address, and additional contact details such as an email address or telephone number
- Full details of the material concerned, including its reference number and (where relevant) the URL of the web page where it appears online
- Full details of your request and the reason for it
- If the request relates to copyright, proof that you are the rights holder or their representative

Once we receive your request we will make every effort to temporarily remove the material from the internet while we assess your request. However, this may not always be possible to do quickly due to the nature of our systems. If your request is for reclosure of original material, we will temporarily close it to researchers while we assess your request.

Your request will be reviewed by the relevant senior staff members as set out above. We will consider your request carefully and may contact you to discuss different options to resolve it.

We will provide a written response to your request within 30 days, setting out our decision and the reasons for it, unless we are still in active negotiation with you at this date.

If you are unhappy with the outcome of your request, you can use the Hull Culture and Leisure feedback process at [www.hcandl.co.uk/us/feedback](http://www.hcandl.co.uk/us/feedback) or contact the Executive Director, Scholarly Services, and University Librarian, as appropriate for the record in question.

If your request relates to personal data, you can also contact the Information Commissioner's Office at [ico.org.uk](http://ico.org.uk).

**Takedown of online material**

Takedown of online material for data protection or sensitivity reasons will usually be for a temporary period. The material may be restored at a later date once it is no longer sensitive, for example once the assumed lifespans of the individuals concerned have expired.

Takedown of online material for copyright reasons will usually be until the expiration of copyright in the item, unless agreed otherwise with the rights holder.

**Reclosure of original archive material**

Where reclosure is recommended this will usually be for a period in line with archives best practice, for example once the assumed lifespans of the individuals concerned have expired. At the end of this period the material will be reopened and made available to researchers.

This procedure will be reviewed every two years.

Last updated: February 2025

To be reviewed: February 2027