| | Approved (v1) | | May 27, 2015 |
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**C** – means the eleven categories of information set out in British Columbia's *Freedom of Information and Protection of Act* in sections 12–21 (e.g., business interests of a third party, legal advice, financial or economic interests of a public body).

**C** – means (i) a property right in an original work of authorship (such as a literary, musical, artistic, photographic, or film work) fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work; and (ii) the body of law relating to such works.

**D** – means (i) official digital university records that have been transferred to the Archives; (ii) digital records of individuals, families, campus community organizations, and non-SFU corporate bodies that have been privately donated to the Archives; and (iii) digital documents and artifacts that have been otherwise collected by SFU Archives in order to support teaching and research.

**L** – archival materials judged to have no potential commercial value to copyright owner(s).

● – means a work that is still protected by copyright, but whose author or other rights-holder is not known or cannot be located or contacted to obtain copyright permissions.

3.1  This procedure applies to digital archival materials that the Archives makes available to the public through online channels, including but not limited to the Archives' description database, its website, research guides, exhibitions, etc.

4.1. SFU Archives is committed to respecting the personal privacy of record subjects as well as safeguarding confidential information that may be captured in public records. The Archives makes materials available online only if:

4.1.1

5.1 The Archives recognizes that from time to time materials made available online may expose records subjects' privacy to harm; or that copyright owners may object to online dissemination    of protected materials that the Archives deemed orphan works or unlikely to be of any economic value (i.e., low risk).

5.2 The Archives will take down digital archival materials it has made available online when:

   5.2.1    The materials were posted in error and its removal is required to rectify the mistake. For example, the materials contain sensitive personal information about an identifiable individual that was inadvertently missed in a review; or the materials have multiple rights owners and permission to make the materials available online was granted by some, but not all the owners.

   5.2.2    The copyright owner of a work previously judged by the Archives to be an "orphan work" or "low-risk"

Burnaby, BC Canada V5A 1S6

Email: archives@sfu.ca

7.3 The Archives will only accept requests made using its designated form (FRM-57).

8.1 The Archives will acknowledge a takedown request by email or post within two business days of receipt.

8.2 The Archives will register a request upon receiving a completed *Request for Takedown of Online Materials* form. Failure to complete the form in full or supply detailed and accurate information may delay a resolution. If more information is needed, the Archives will request that the requestor supply the required information.

8.3 Upon registering a request, the Archives will take down the disputed materials.

8.4 The Archives will investigate the claim, and may contact a requestor ask for additional information or attempt to work out a resolution acceptable to both parties.

8.5 The Archives will communicate its final decision to a requestor in writing, including the Archives' response to specific claims, the Archives' reasons for accepting or rejecting them, and the final outcome with respect to the disputed materials.

8.6 As an

| | Archives |
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| | Access |
| | Intellectual Property Rights Management |
| | Privacy Protection |

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| 1 | April 10, 2015 | Paul Hebbard | Originally drafted in Jan 2015. Three drafts circulated for comment between Jan and Apr. Approved for use by SFU VP Legal Affairs (May 12, 2015), then finalized with no further change |