

Leeds Trinity Institutional Repository Complaints Form



Any individual, whether within or external to the University, has the right to request the removal of content from the Leeds Trinity University Repository, on the grounds that it breaches copyright, or is in any other way unlawful.

Leeds Trinity University will act on any plausible complaint immediately by withdrawing the offending content from the repository, pending investigation. Details about the item will remain in the repository unless there is reason to remove it. We will restore the content to the repository only if and when Leeds Trinity is satisfied that it contains nothing unlawful.

Please refer to the Appendix to the *Leeds Trinity Open Access Policy* at <http://www.leadstrinity.ac.uk/about-us/governance/key-documents#0> for details of our Takedown Policy and Procedure.

Please enter the details requested in the form below, save this PDF file and then email it as an attachment to repository@leadstrinity.ac.uk. We aim to respond within 48 hours of receiving the email. Thank you.

PERSONAL INFORMATION

Surname:

First name:

Title:

Email address:

Telephone number:

DETAILS OF COMPLAINT

Title of item:

Author(s) of item:

Repository URL:

**Grounds of
Complaint:**