

**UCL INSTITUTE OF NEUROLOGY
QUEEN SQUARE**

THE NATIONAL HOSPITAL FOR NEUROLOGY AND
NEUROSURGERY
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QUEEN SQUARE LIBRARY

Incorporating the Queen Square Archive and Museum

Librarian: Ms S Lawson

Deputy Librarian: Ms K Brunskill

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www.queensquare.org.uk/archives

Takedown policy

Queen Square Archives seeks to provide timely and responsible access to the historical records of the National Hospital of Neurology and Neurosurgery, and the Maida Vale Hospital, and to make this available to as wide an audience as possible.

We aim to operate within the bounds of existing legal, as well as ethical frameworks, and are informed by external and internal guidance and best practice, when assessing material for online access.

However, despite these measures, we recognise that material we publish online may be in breach of copyright or Data Protection, contain sensitive personal data which has the potential to cause distress, or include content that is defamatory.

Queen Square Archives will respond to a request to takedown material from our website by immediately removing the material. We will indicate any takedowns on the website.

Our review panel will then assess each request and aim to respond definitively within four weeks, but may require additional time to seek external advice.

The panel may approve continued withdrawal of the material if it is agreed that one or more of the following criteria is met:

- The material is personal information which breaches the Data Protection Act or would breach a family's right to a private and family life under the Human Rights Act 1998.
- The material is sensitive personal information with the potential to cause substantial damage or distress to close family members of a deceased person.
- The material is in copyright, and the copyright-holder refuses permission for it to be made available online.
- The material is defamatory or obscene.
- The material acquires sensitivity by virtue of being made available online.

Takedowns will be reviewed in line with legal timelines, e.g. copyright expiring, Data Protection no longer applying, and ethical considerations, e.g. sensitivity subsiding over time.

Please contact us as above to request removal of materials from our website.

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The Institute of Neurology promotes teaching and research of the highest quality in neurology and the neurosciences.