

British Cartographic Society

Take Down Policy

Every effort has been made to ensure that the correct source of all attributable content has been provided. If any source is absent or is stated incorrectly/inaccurately, every effort will be made to promptly correct it, once we have been notified. Where appropriate, every effort has been made to seek copyright permission from copyright holders for content appearing on the site, in accordance with UK law. If a copyright holder would like his or her material to be removed from the site, every effort will be made to do this promptly, once we have been notified.

British Cartographic Society (BCS) seeks to make every effort to ensure that published content does not infringe any person's rights, or applicable UK laws.

However, if you believe that content, in any of the sites hosted by BCS, may be illegal, please contact the [BCS Admin team](#) who will review the complaint and take appropriate action.

Contact Details

BCS Administration, Station House, Station Road, Linton, Cambridgeshire, CB21 4NW

Email: admin@cartography.org.uk Phone: +44 1223 894870

Please note the Helpdesk is staffed 9-5pm Monday-Friday.

Making a complaint

In the body of the email please provide the following information:

- Describe the infringement in as much detail as possible so that the specific content may be readily identified. The URL in the address bar will allow us to lookup the specific section.
- Describe your relationship to the content, e.g. I am the author/creator of the material.
- Describe the grounds for complaint, some examples are:
- Unauthorised use by reason of reproduction and/or making available the material.

- Breach of the moral right of [paternity/integrity/right not to have my work subjected to derogatory treatment].
- Other complaints, e.g. defamation, breach of confidence, data protection.

On receipt of your complaint, BCS will:

- Make an initial assessment of its validity
- For all but spurious complaints, temporarily remove access to the item that is subject to complaint
- Acknowledge receipt of the complaint by email
- Contact the journal responsible for the publication of the content in question to invite a response
- Seek to verify your identity and authority as complainant
- Refer the complaint to the society's Legal Advisor for comment and advice

Potential outcomes:

When British Cartographic Society has verified the authenticity of your complaint and has been advised that it is ostensibly legitimate, the file will be permanently removed from public access.

OR

If the Legal Advisor confirms that it does not breach any law then the item will be reinstated.

ALTERNATIVE FORMATS

If you require any of the above guidance in an alternative format, such as large print or a coloured background, please contact the Social Media Team (BCSmediateam@gmail.com).