
University College Cork

Procedure for Notice and Takedown of material posted to UCC social media



This procedure explains how the University will remove content deemed unacceptable by the University from its websites and social media accounts

Document Location

<http://www.ucc.ie/en/it-policies/procedures>

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Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes

Approval

This document requires the following approvals:

Name	Title	Date
John Fitzgerald	Director of Information Services	17/05/13
Trevor Holmes	Vice-President for External Relations	17/05/13
Michael Farrell	Corporate Secretary	17/05/13

These procedures shall be reviewed and updated on an annual basis.

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1. PURPOSE

This procedure outlines the steps required in order to remove from UCC's social media accounts material that contravenes the policies below:

- UCC IT Documentation Policy
- Acceptable Usage Policy (Hereto referred to as AUP)
- Social Media Policy

2. Notice and Takedown

Users are encouraged at all times to use social media sites in a responsible manner having due regard to the rights and reputation of the university and of others.

1. In the event of discovering a posting to a UCC social media account that is thought to contravene the UCC social media policy, notice must be sent to wwg@ucc.ie to have the posting removed.
2. The website working group will review the posting and determine if the posting does contravene the policy.
3. If it is determined that the posting does not contravene the policy, it will be left in place.
4. If it is determined that the posting does contravene the policy, it will be removed as soon as is practical and a notice sent to the original poster informing them of the reason for its removal.
5. Repeated postings that contravene the policy from the same user will lead to the user in question being blocked and where they are a member of staff or a student of the university, disciplinary procedures may be undertaken.

The University reserves the right at any time to revise the terms of this procedure. Any such revisions will be notified to you and by continuing to use the relevant social media sites following such notification you will be deemed to have accepted the revised terms of this procedure.