**Notice and Take Down policy**

If a rights holder is concerned that s/he has identified material, on <Institution' s name> 's (hereafter, the Institution) repository which is not covered by a limitation or exception under Greek copyright law and for which s/he has not given permission or granted a licence, such rights holder is asked to contact the Institution through its Helpdesk at <Notice and Takedown email>, in writing, stating the following:

1. His/Her contact details;

2. The full bibliographic details of the material at question or if they are unavailable the reference information of the data;

3. The exact and full URL where s/he found the material (ex. the URL of the entry);

4. Proof that s/he is the rights holder and a statement that, under penalty of perjury, s/he is the rights holder or an authorised representative.

Upon receipt of notification the ‘Notice and Takedown’ procedure is then invoked as follows:

1. The Institution will acknowledge receipt of the complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint.

2. Upon receipt of a valid complaint, the material at question will be temporarily removed from the Institution ' s repository pending an agreed solution.

3. The complainant and the Institution or any other entity which deposited the material will resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:

a. The material at question is replaced on the Institution' s inventory unchanged.

b. The material at question is permanently removed from the Institution's repository.

c. The material at question is permanently removed from the Institution' s inventory.

4. If the Institution and the complainant are unable to agree on a solution, the infringing material will remain unavailable through the Institution' s repository until a time when a resolution has been reached.