

Digital Media Infringement Notification



Audience

Faculty, Staff and Students of the University of Missouri – St. Louis (UMSL)

ITS Policy Statement

The University of Missouri – St. Louis upholds the rights of all copyright owners and complies with all copyright laws. If in the course of regular ITS operations, files are discovered on University systems that may violate copyright law or the University Acceptable Use Policy, the steward of those files will be asked to justify use or remove the files.

Guidelines and Procedures

When in the performance of normally assigned duties (like: storage maintenance, access or file corruption issues, data discovery requests) it may be necessary for ITS staff to look at the types of data stored on campus systems. If files are discovered that appear to violate the University's [Acceptable Use Policy \(AUP\)](#), staff are required by [University policy](#) to notify the campus Information Security Officer (ISO).

During these incidents, the following steps should be taken:

- The ITS staff member will send a report to the ISO listing the files, the name of the steward of the files and the date discovered.
- The location and existence of the files will be verified by the ISO.
- The steward of the files will be notified of the incident by the ISO and asked to remove the files or verify that the files do not violate the AUP or copyright law.
- If the above actions are not taken in a timely manner, network access to the files will be removed and appropriate supervisory personnel will be notified.

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