

Takedown Requests

We aim to ensure the copyright for any images published on *Colchester + Ipswich Museums'* collections site are held by the organisation or we have permission to publish.

If you believe you hold rights to any images displayed on the *Colchester + Ipswich Museums* collections website, we will remove this at the copyright holders' request.

Please request removal by emailing museums@colchester.gov.uk

Please include the information listed below to help us process your request efficiently.

- Personal details incl. name and contact information
- The object number the image is linked to and a URL of the page
- Outline your status as the copyright holder, or authorised representative of the holder. We may ask for evidence to evaluate and validate any claim.

Colchester + Ipswich Museums will aim to address and resolve any claim within 10 working days.