



**London School of Economics
& Political Science
IMTIT Services**

Procedure

Handling copyright infringement notifications

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1 Introduction

LSE receives notifications from the legal representatives of the producers of copyrighted material when that material has been copied and / or downloaded by LSE-owned IP addresses in infringement of its copyright. LSE is required by the Berne Convention for the Protection of Literary and Artistic Works, the Universal Copyright Convention, and bilateral treaties between the UK and other countries to observe the protection of client's copyrighted work.

The legal notifications request that LSE immediately removes or blocks access to the infringing material, as specified in the copyright laws, and ensures the user refrains from using or sharing with others unauthorized materials in future.

This procedure outlines how LSE complies with these requests.

1.1 Purpose

This procedure outlines how LSE complies with requests for the blocking of access to copyrighted works.

1.2 Scope

All computer systems on the LSE network or using LSE public IP addresses.

2 Responsibilities

IMT Network Team

Responsible for blocking IP addresses and MACs across the LSE network.

IMT Student Support

Responsible for aggregating IP, MAC and student user accounts and blocking IP addresses from student areas of the network.

IMT Information Security Team

Responsible for monitoring and processing reports of copyright infringement.

3 Procedure

Upon information received that a copyright infringement has taken place, the information security team will pass the details to the student support team or the network team as appropriate in order to identify the device and block its access to the LSE network until such time as the device user contacts the IT Service Desk (staff) or Helpdesk (students).

The user will be asked to delete all identified copyright infringing material from the blocked device.

Once the device is demonstrably free of the identified copyright infringing material, the user will be asked to re-read and sign the 'Conditions of Use of IT Facilities at LSE', which expressly forbids the acquiring or use of copyright infringing material on LSE IT facilities.

Any device reported three times for using copyright infringing material shall be permanently barred from using LSE networks.

3.1 Legal and Regulatory Compliance

Removing machines from public areas as soon as copyright infringements are discovered helps LSE conform to the following legal regulatory requirements:

Copyright, Designs and Patents Act 1988

Berne Convention for the Protection of Literary and Artistic Works

JANET Acceptable Use Policy

3.2 Compliance with international information security standard ISO27001

The process complies with the following controls of the international information security standard ISO27001:

A.7.1.3 Acceptable use of assets

A.10.1 Operational processes and responsibilities

A.12.5.4 Information leakage

A.13.2 Management of information security incidents

A.15.1.4 Data protection and privacy of personal information

A.15.1.5 Prevention of misuse of information processing facilities