

Take-down Policy for Sanna - Teacher Assistant

Sanoma respects the intellectual property rights of others and asks its users to do the same. This policy explains how to raise a concern about content uploaded to Sanna - Teacher Assistant and how such content is removed.

About this process

Sanna - Teacher Assistant is a learning platform used by teachers, schools and other education organisations. Sanna - Teacher Assistant environments are closed sites provided to specific users, for example a teacher, or a school and its authorised users. They are not public and are not accessible to anyone outside the relevant users. The users own and control the content uploaded to Sanna - Teacher Assistant, and Sanoma does not actively monitor it.

How to raise a concern

If you believe content in Sanna - Teacher Assistant infringes your rights, notify us. We will assess your claim and act appropriately if content needs to be removed.

What a valid notice must contain

When you notify us, the notice should come from the copyright owner, an exclusive licensee, a publisher or rightsholder, or a representative authorised to act for the owner, and should include:

- who you are, and your authority to act if you are not the owner of the copyrighted work
- the specific material in Sanna - Teacher Assistant, or enough detail to locate it
- your contact details (stating, as a minimum, your name or company name and a contact email address)
- a good-faith statement that the use is not authorised and that the information is true and accurate

We cannot act on general or speculative notices, for example that the platform contains your materials, without enough detail to identify the specific item.

What happens next. We will acknowledge receipt and check that the notice is complete and specific enough to locate the material, assess the claim and decide whether the content should be removed. If we decide to remove the content, we will notify the user and the rightsholder without undue delay, except where the law or a competent authority requires otherwise.

Limits of this process

We do not monitor all content uploaded to Sanna - Teacher Assistant and do not actively search the platform for rightsholders' materials. The users own and control the content uploaded to Sanna - Teacher Assistant. Where we act, we do so at our own discretion and would address only the specific item identified.

Privacy

We process the information in a notice to review, handle and record the complaint, and handle personal data in line with applicable data protection law.

Contact.

Customers wishing to instruct a removal, and authorities or courts issuing a valid order, may contact Sanoma at <https://www.sanomapro.fi/ota-yhteytta/asiakaspalvelu/>.