

## **WOT - Notice and Take Down Instructions**

### **Rules regarding notice and takedown**

This page describes procedural rules of making a notification on copyright infringement. This procedure is based on the Finnish Act on Information Society Services (458/2002) the provisions of which are applied to notices made to us. Please read carefully these instructions before making any notification regarding copyright infringements.

### **Other Inappropriate Material and Terms of Use of WOT**

Please note that the notice and takedown procedure applied only to copyright violations. In case of other inappropriate material, as a rule, WOT is obliged to remove the content only upon receipt of a valid court order.

However, WOT may, under its discretion, also remove content and terminate user accounts in accordance with its terms of use. This may especially apply to violations of the terms of use regarding the requirements for the content. WOT is not obliged to do so, nor is WOT obliged to monitor the content made available through the Portal.

### **Take Down**

If we receive an infringement notification which fulfils the legal requirements set out in the Finnish Act on Information Society Services (458/2002), we remove the infringing materials from our site and inform the content provider of such removal. We also deliver a copy of infringement notification to the content provider who may make a counter notification if he finds the infringement notification ungrounded. If the counter notification fulfils legal requirements, the content provider may return the removed materials on our site.

### **Liability for false information**

If you give a notification or counter notification you are liable for accuracy of the information given in such notification. You are obliged to pay damages that arise from false information to the other party. Please read these instructions carefully before making any notification.

### **Forms of Infringement Notification and Counter Notification**

The forms of infringement notification and counter notification are specified below and are based on the provisions in Chapter 4 of [the Act on Information Society Services](#).

## **Infringement Notification**

To file a notice to us you must provide a written communication (by e-mail or regular mail). In any case the notification shall be signed by you. If you send the notification by e-mail you shall take care that the notification is sent in a format that it cannot be unilaterally amended (e.g. PDF file of the signed notification).

Please note that notification which does not fulfil the legal requirements or is not made in accordance with the procedural rules is null and void and we will not be able to initiate action based on such notifications (e.g. if the Notification is not duly signed).

[The infringement notification](#) shall include the following information:

- 1) Name and complete contact information (address, telephone, telefax and e-mail address) of the person who makes the notification;
- 2) Identify the copyright protected work(s) or other protected subject matter(s) that is/are claimed to be infringing (the copyrighted work or other protected subject matter at issue is the "title of the work or other protected subject matter, rightholder information such as name of author, performing artist, photographer, producer, publisher, identification code of the work such as ISBN etc.) and the material that you claim is infringing the copyrighted work or other protected subject matter (file name) and the location of the material (e.g. print screen of the page where the material is located, exact address information of the file that appears on the Portal;
- 3) Include the following certification: The material is to the best of my knowledge unlawfully available in communications network / on www.mywot.com;
- 4) Confirm that you have unsuccessfully made the claim to the content provider or that the content provider is unknown and could not have been identified;
- 5) Include the following certification: I certify that I am the copyright owner / exclusive rightholder of the work or other protected subject matter which is claimed to be infringing / I am authorized to represent the copyright owner / exclusive rightholder. In case you are not the original rightholder you shall ensure that you have contractually obtained the exclusive rights from the original rightholder(s) or his/their successor(s).
- 6) Include the following certification: I certify that information contained in this Infringement Notification is to the best of my knowledge complete and accurate, that this Infringement Notification is not being presented for any improper purpose, such as to harass, and that the assertions in this infringement notification are warranted under the Finnish law, as it now exists or as it may be extended by a good-faith and reasonable argument; and
- 7) Sign the notification.

8) Send the written communication to the following address:

WOT Services Oy  
Runeberginkatu 43 B 9  
00100 Helsinki  
Finland

or send by e-mail to:

[complaints@mywot.com](mailto:complaints@mywot.com)

Please note that a copy of you infringement notification we receive is sent to the content provider of the material which is claimed to infringe the copyrighted work or other protected subject matter.

### **Counter Notification**

When you receive notice of infringement notification you have possibility to make counter notification if you find that the infringement notification is ungrounded. Such counter notification shall be made within fourteen (14) days from the date when you received notice of infringement notification.

To file a counter notice to us you must provide a written communication (by fax, e-mail or regular mail). In any case the notification shall be signed by you. If you send the counter notification by e-mail you shall take care that the counter notification is sent in a format that it cannot be unilaterally amended (e.g. PDF file of the signed notification).

Please note that a counter notification which does not fulfil the legal requirements or is not made in accordance with the procedural rules is null and void (e.g. if you submit the counter notification after the prescribed period of time it will not be taken into consideration, or if the counter notification is not duly signed).

The counter notification shall include the following information:

- 1) Name and complete contact information (address, telephone, telefax and e-mail address) of the content provider;
- 2) The facts and other reasons for which the infringement notification is regarded as ungrounded (e.g. documentation showing content provider's rights to use the copyright protected work or other subject matter that is claimed to infringe copyright);
- 3) Identify the copyright protected work(s) or other protected subject matter(s) that is/are removed (The copyrighted work or other protected subject matter that shall be returned is "title of the work or other protected subject matter, rightholder information such as

name of author, performing artist, photographer, producer, publisher, identification code of the work such as ISBN etc.)

- 4) Include the following certification: I certify that information contained in this counter notification is to the best of my knowledge complete and accurate, that this counter notification is not being presented for any improper purpose, such as to harass, and that the assertions in this counter notification are warranted under the Finnish law, as it now exists or as it may be extended by a good-faith and reasonable argument; and
- 5) Sign the counter notification
- 6) Send the written communication to the following address:

WOT Services Oy  
Runeberginkatu 43 B 9  
00100 Helsinki  
Finland

or send by e-mail (signed as PDF or correspondingly) to:

[complaints@mywot.com](mailto:complaints@mywot.com)