

This Notice and Take Down Policy governs the manner in which Top-Kek / ElySION handles complaints and how Top-Kek / ElySION removes information submitted by users (User) of the top-kek.com website (Site).

This take down policy applies to the Site and all products and services offered by Top-Kek / ElySION.

TAKE DOWN NOTICE

If you have discovered material on the Site which is unlawful e.g. breaches copyright (either yours or that of a third party) or any other law, including but not limited to those relating to patent, trademark, confidentiality, data protection, obscenity, defamation, or in the event that you are the owner of the copyright in any of the material on this website and do not consent to the use of your material in accordance with the terms and conditions of use of this Site, please contact us providing the information requested below and we will withdraw your material from our Site forthwith on receipt of your written objection and proof of ownership of the aforementioned material.

In order to process your complaint, please provide the information required using the following instructions. These instructions should be used to document your complaint, and then be sent to the to the Complaints Officer at the following email address: admin@top-kek.com.

Your complaint will be acknowledged within 2 working days of receipt.

How to complain

Provide the following information:

- your contact details (name, address, telephone number and Email address);
- full details of the Resource, including the author, title and resource address (URL);
- the website address where you found the content on the Site (URL);
- the nature of your complaint;
- an assertion that your complaint is made in good faith and is accurate;
- if you are complaining about breach of your own copyright, please state that you are the rights owner or are authorized to act for the rights owner.

Procedure

1. Top-Kek / ElySION will acknowledge receipt of your complaint by email or letter and will make an initial assessment of the validity and plausibility of the complaint, possibly taking legal advice.
2. The material will be temporarily removed from the Site pending an agreed solution.
3. Top-Kek / ElySION will contact the User who deposited the material. The User will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints concerned.

4. The complainant and the User will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
 - a. the material will be returned to the Site unchanged;
 - b. the material will be returned to the Site with appropriate changes;
 - c. the material will be permanently removed from the Site.
5. If the contributor and the complainant are unable to agree a solution, the material will remain unavailable through the Site until a time when a resolution has been reached.

Contacting us

If you have any questions about this Notice And Take Down Policy, or require any assistance, please contact us at:

Top-Kek / ElySION

<http://www.top-kek.com>

admin@top-kek.com

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