



## Withdraw Data Policy

**Policy Number: PP 12.1**

**29<sup>th</sup> April 2014**

### Data withdrawal

1. The Repository distinguishes between 'soft deletion' (ie 'unpublish') whereby certain references to the withdrawn content are deleted, but not the content itself, and 'hard deletion' whereby the content and all references to it are deleted, including back-ups.
2. In the case of soft deletion the data is only accessible to DRI staff and the depositors.
3. The Repository chooses soft deletion as the default method of withdrawal since it is too expensive to remove data, and their physical removal would present unacceptable risks to other parts of the collection.
4. The Repository may in exceptional cases undertake hard deletion of collections. There may be an administrative charge to cover the cost of this service.
5. In cases of the withdrawal of a data, the administrative metadata are updated, and the external view of the catalogue record is updated to reflect the change of status of the collection (with information about why the collection had been withdrawn, the dates of its availability, and where appropriate the reasons for withdrawal).
6. In the case of hard deletion, the DOI will refer to a landing page that states that the object was removed from DRI by the depositor.

### Hard Delete Process

Applications to hard delete collections will be reviewed by CIT to determine acceptance/non-acceptance.