



Handling requests to remove personal information

Have user identify the way they ran across the information (e.g. Google search or specific VITA site search) and provide a URL of the page they were returned.

Some URLs will be PDFs, e.g.

<http://images.ourontario.ca/Partners/WLU/0023534981T.PDF>

Others will be web pages, e.g.:

<http://images.ourontario.ca/RosseauLakeCollege/2294093/page/8?n=>



Use the record ID or other identifiers from the object itself (e.g. title, personal name, etc) to search for the object in your collection in VITA on the data management side.

Local policy will affect how you handle the request from hereon in:

There are a few options for removing personal information from digital objects like this:

- make the whole object non-public
- switch the indexing "off" for object's full text content
- remove the specific personal information from the extracted text in the full text field for that page
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Remember to reindex the record once any changes are made.

Search engines like Google will have this record content cached for a period of time, but it will eventually fall off their search results. If you need to have to item reindexed by Google, please contact me again and I will put in the request.

Removing the specific name/information from the full text file that is indexed in VITA will remove that information from discovery tools like the VITA or Google search engines. Leaving the image file up and online will allow people to browse the page/image but not find the name by searching (image files have no text layer).

Contact help@vitatoolkit.ca and put in a request for us to also remove the link or PDF link from Google cache.