

Friends of Seacoast Shores, Inc.
Copyright & Children's Privacy Compliance Policy

Purpose:

This policy outlines how Friends of Seacoast Shores, Inc. ("FOSS") protects intellectual property and respects the copyrights of others, while also providing safeguards for children's privacy in compliance with applicable federal law, including the Children's Online Privacy Protection Act (COPPA).

Copyright Ownership

- All content created by employees, volunteers, and contractors for FOSS is, by default, the property of FOSS, unless otherwise specified in writing.
- Contributors (including staff and volunteers) must sign copyright assignment agreements before commencing projects that may result in copyrightable works.
- Copyright notices (© [year] Friends of Seacoast Shores, Inc. All Rights Reserved.) must be placed on all published works, including printed materials and digital copies.^{[1][2]}

Respecting Others' Copyrights

- FOSS staff and volunteers must ensure written permission or confirmation that use is authorized under public domain or fair use before reproducing the work of others.
- Any third-party content published on our platforms must be accompanied by documentation of permission or license.
- The board reviews and approves agreements granting rights to others.

Copyright Registration

- Works intended for broad public distribution or commercial exploitation may be registered at the U.S. Copyright Office per organizational guidelines.

Fair Use Doctrine

- FOSS may make limited use of copyrighted materials under the "fair use" doctrine, particularly for nonprofit, educational, and research purposes. All determinations of fair use must be documented and justified prior to publication.

Digital Millennium Copyright Act (DMCA)

- FOSS designates Cecily Anne O'Regan (Cecily.oregan@gmail.com) as its DMCA Agent for receiving DMCA Notices.
- Upon receipt of a DMCA Notice, FOSS will act promptly to investigate and remove infringing material in accordance with section 512 procedures.

Children's Privacy (COPPA Compliance)

- FOSS does not knowingly collect, use, or disclose personal information from children under the age of 13 through our websites or online services unless verifiable parental consent is obtained.
- A COPPA-compliant Privacy Notice is provided on all child-directed web pages, describing our practices and parental rights:
 - Detail the information collected, how it's used, and whether it's shared.
 - Parents can review personal information collected about their child, refuse further collection, and request deletion.
 - Personal information collected from children is limited to what is strictly necessary for participation in activities.
 - The organization implements reasonable procedures to maintain the confidentiality, security, and integrity of children's information.
- If COPPA applies, all staff responsible for web and digital activities must receive training on its requirements.

Training & Oversight

- Staff and volunteers are trained regularly on proper practices relating to copyright compliance, proper licensing, and COPPA obligations.
- Periodic review and updates to this policy are mandated to ensure ongoing compliance with copyright law and COPPA.

APPROVED: September 10, 2025, Board Meeting