



# Digital Millennium Copyright Act

## (DMCA) Notice Policy

Last updated: January 1st, 2021

### Telaworks, Inc. respects copyright ownership.

Under the DMCA (Title 17, United States Code, Section 512(c)), a copyright owner or their agent may submit a notice to Telaworks Inc. using the process below. If you believe your copyright is being infringed, please notify Telaworks Inc. and provide the following information:

1. An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
2. Identification of the work claimed to be infringed, or a description of the copyrighted work claimed to have been infringed;
3. Identification of the location of the infringing material, for example, a description of where the allegedly infringing material was seen (meeting number, date and time);
4. The reporting party's address, telephone number, and email address;
5. A written statement by the reporting party that they have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
6. A statement by the reporting party, made under penalty of perjury, that the information provided is accurate and that the reporting party is the copyright owner or authorized to act on the copyright owner's behalf.

**How to notify us?**

Telaworks Inc. copyright agent for notice of claims of copyright infringement can be reached via e-mail: [legal@telaworks.com](mailto:legal@telaworks.com) or post mail:

**Telaworks, Inc.**

201 Spear Street, Suite #1100  
San Francisco, CA 94105  
United States of America

**Counter notices:**

In the event content is removed pursuant to this process, Telaworks Inc. will provide customer with information on how to file a counter-notice.

**Privacy:**

Notices and counter-notices are legal notices distinct from regular service activities or communications. As such, **they are not subject to Telaworks Inc. privacy policy**. This means Telaworks Inc. may disclose to the alleged infringer, publish or share them with third parties at our discretion, and Telaworks Inc. may produce them pursuant to a legal discovery request.