

# DMCA Action Policy

Mutual Telephone Company

Mutual TeleComunications

LR Communications

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### 1. Introduction

#### 1.1. Purpose

This DMCA Action Policy (hereinafter referred to as "Policy") is established by Mutual Telephone Company and its affiliates, Mutual TeleCommunications, and LR Communications, (hereinafter referred to as MTC), to comply with the Safe Harbor provisions of the Digital Millennium Copyright Act (DMCA) and outlines the procedures and processes for handling copyright infringement claims.

#### 1.2. Scope

This Policy applies to all services provided by MTC and governs the receipt, evaluation, and response to DMCA notices.

### 1.3. Definitions

DMCA Agent: A designated agent who receives DMCA notices on behalf of MTC.

DMCA Notice: A written notice submitted by a copyright owner or authorized representative alleging copyright infringement.

Counter-Notification: A written response from a user challenging a DMCA notice.

Repeat Infringer: A user who has been the subject of multiple valid DMCA notices.

Safe Harbor Provisions: The protections afforded to MTC under the DMCA for complying with the requirements of the law.

## 2. Designation of DMCA Agent

### 2.1. Designated Agent Information

MTC has designated the following individual as its DMCA agent:

Name: Jason Crotinger

Title: Operations Manager

Address: 365 Main St, Little River KS 67457

Email: dmca@mtc4me.com

Phone: 620-897-6200

### 2.2. Contact Information

All DMCA notices should be directed to the designated agent at the provided contact information.

## 3. Receipt and Handling of DMCA Notices

### 3.1. DMCA Notice Requirements

DMCA notices must meet the statutory requirements specified in 17 U.S.C. § 512(c)(3). Specifically, notices must include:

Identification of the copyrighted work(s) claimed to be infringed.

Identification of the infringing material.

Sufficient information to contact the complainant.

A statement of good faith belief that use of the material is not authorized.

A statement made under penalty of perjury that the information in the notice is accurate.

A physical or electronic signature of the copyright owner or authorized representative.

### 3.2. Notice Submission

Copyright owners or their authorized agents may submit DMCA notices to MTC's designated agent via email, mail, or other means specified in the contact information provided.

### 3.3. Notice Evaluation

Upon receipt of a valid DMCA notice, MTC will expeditiously evaluate the notice to determine whether it meets the statutory requirements and whether the allegedly infringing material should be removed or disabled.

### 3.4. Counter-Notification Process

MTC will implement a counter-notification process in compliance with 17 U.S.C. § 512(g). Users who believe their material was wrongly removed may submit a counter-notification to MTC's designated agent. MTC will forward the counter-notification to the complainant and restore the material if the complainant does not initiate legal action within a specified period.

## 4. Repeat Infringer Policy

### 4.1. Identification of Repeat Infringers

MTC will implement a policy to identify and terminate access for repeat infringers in accordance with 17 U.S.C. § 512(i)(1)(A). This policy will include reasonable steps to inform users of their infringing activities and terminate their accounts.

## 4.2. Mitigation Measures

MTC will adopt measures to prevent known repeat infringers from repeatedly uploading or making infringing content available on the service.

## 5. Protection of User Information

### 5.1. Privacy of User Information

MTC is committed to protecting user privacy. User information will be handled in accordance with our Privacy Policy.

### 5.2. Disclosure of User Information

MTC will disclose user information as required by law, including in response to valid DMCA notices.

## 6. Copyright Education and Awareness

### 6.1. User Education

MTC will provide educational resources to inform users about copyright laws, infringement prevention, and the consequences of copyright violations.

### 6.2. Staff Training

MTC will train staff responsible for handling DMCA notices to ensure compliance with the law and this Policy.

## 7. Record Keeping

## 7.1. Retention of Records

MTC will retain records of DMCA notices and counter-notices, as required by 17 U.S.C. § 512(i)(1)(B).

## 7.2. Accessibility of Records

Records of DMCA notices will be made available to the U.S. Copyright Office upon request.

## 8. Policy Review and Updates

### 8.1. Periodic Review

This Policy will be reviewed periodically to ensure its continued compliance with the DMCA and to reflect any changes in applicable law.

### 8.2. Policy Amendments

MTC reserves the right to amend this Policy as necessary to comply with legal requirements and industry best practices.

## 9. Conclusion

This DMCA Action Policy is established to comply with the DMCA's Safe Harbor provisions and outlines MTC's commitment to addressing copyright infringement claims while protecting the rights of users. All parties involved, including copyright owners, users, and MTC, are expected to adhere to the procedures outlined herein.

For any questions or concerns related to this Policy, please contact our designated DMCA agent at the provided contact information.

MTC

10/10/2023