

Subject: DMCA Takedown Notice – Unauthorized Posting of Copyrighted Zoom Recordings

To Whom It May Concern:

I am writing to notify you of copyright infringement under the Digital Millennium Copyright Act (17 U.S.C. § 512).

1. Identification of copyrighted works and infringing material:

The following are unauthorized recordings of private Zoom meetings owned and/or controlled by [ORGANIZATION NAME]. Each URL corresponds to the specific meeting identified:

1. Zoom meeting held on [DATE 1]
Description: [brief description]
Infringing URL: [URL #1]
2. Zoom meeting held on [DATE 2]
Description: [brief description]
Infringing URL: [URL #2]
3. Zoom meeting held on [DATE 3]
Description: [brief description]
Infringing URL: [URL #3]

These materials were posted without authorization.

2. Statement of lack of authorization:

This material was posted without authorization from the copyright owner, its agent, or the law.

3. Statement of good faith belief:

I have a good faith belief that the use of the copyrighted material described above is not authorized by the copyright owner, its agent, or the law.

4. Statement of accuracy and authority:

The information in this notice is accurate, and under penalty of perjury, I am the owner and/or an authorized representative of one or more owners of the copyrighted works described above, including [ORGANIZATION NAME].

5. Contact information:

Name: [YOUR NAME]

Organization (if applicable): [ORG NAME]

Address: [MAILING ADDRESS]

Telephone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

Request to prevent further infringement:

In addition to removing the infringing material identified above, I request that you take appropriate steps to prevent the continued or future upload of unauthorized recordings of [ORGANIZATION NAME]'s private Zoom meetings and webinars by this user or related accounts.

These recordings are not authorized for public distribution. The repeated posting of such content constitutes ongoing infringement. Please consider this notice in evaluating whether the responsible account(s) should be subject to your repeat infringer policy.

I request that you expeditiously remove or disable access to the infringing material.

Sincerely,

[YOUR NAME]

[Typed Signature or /s/ Name]