

# COPPA and Virtual Leader Training

## WHAT IS COPPA?

- COPPA- Children's Online Privacy Protection Act- signed into law in 1998, and took effect in April 2000. It is managed by the Federal Trade Commission (FTC) and was updated in 2013 to include stronger provisions.
- COPPA's goal is to minimize the collection of personal information from children and create a safer, more secure online experience for them, even as online technologies, and children's use of technologies, evolve. Its goal is to also, place parents in control over what information is collected from children under 13.
- COPPA is a law that establishes a strict set of guidelines for businesses to protect the privacy of children under the age of 13. It protects the information of children under 13 years old by ensuring websites, apps, plug-ins, mobile apps, and toys with online features process children's information properly.

## WHAT IS CONSIDERED PERSONAL INFORMATION?

- Email address
- First and last name
- Screen names
- Geolocation
- Instant message details
- Physical addresses
- Telephone numbers
- Hobbies/interests
- Photographs
- Video and audio files

## HOW DO WE ABIDE BY COPPA?

- Develop a privacy policy that is informative to parents, kids, staff, and volunteers. You can see ours at [goredemption.com](http://goredemption.com).
- Keep all information private and do not disclose to third parties.
- Inform parents of their option to consent or deny the use of their child through a website, or social media. Consent form links will be sent to parents via email.
- Inform parents of the type of information you are collecting from their child.
- Ensure parents know ahead of time *how* they will be informed of any connection via technology that will be made with their child/children. Send all communication through a parent or guardian online accounts.

## WHAT DO YOU NEED TO DO?

- Go through our Redemption Church vetting process if not already. Only volunteers who have had been properly background checked and vetted through Redemption are allowed to set up or connect with students/kids via multi-media outlets.
- Fully watch the COPPA and Virtual Leader Training Video.
- Be familiar with what is considered private information and how it will be collected and used.
- Follow the steps that need to be taken prior to setting up any virtual meetings or collecting personal information.

## WHAT ARE THE STEPS?

1. Your ministry leads must be notified about the event or what is planned as far as multi-media to connect with children **before the event occurs**.
2. Children who are participating must have already had their legal guardian sign the online consent form. If a child doesn't have the consent, **do not allow the child to enter the meeting and privately engage with their parent** to politely share that you are glad to see them but that you need the form completed in order for their child to join the meeting. Again these forms are both on our kid's and student's website as well as in the video notes.
3. All correspondence and set up **must be sent through parents email and/or cell phone**. This included meeting ID's and passwords. **No meeting ID's or password are to ever be shared through social media**. After the meeting is done, the recording must be sent to the ministry lead.
4. Be familiar with the 3 Hurts and willing to break confidentiality as needed.
5. Be familiar with how to set up and schedule a Zoom meeting.
6. All Zoom meetings will be password protected.
7. Screen sharing needs to be set for only host.
8. All meetings are to be video and audio recorded.
9. After your virtual meeting is done, the recording must be sent to your ministry lead. Work with your ministry lead on how this will need to happen.
10. Electronically sign the Virtual Leader Covenant.