



Child Records Request – “Under 13”

The Child Online Privacy Protection Act of 1998 requires that anyone under the age of thirteen first receive consent from a parent or guardian before they can participate in any online service that collects, uses, and/or discloses a child’s personal information. It also requires that parents be granted access to view their child's personal information.

Please visit the following website pages to learn more:

Full COPPA Policy	www.encouragemint.org/coppa-policy
Full Website Terms & Conditions	www.encouragemint.org/terms-and-conditions
Privacy Policy	www.encouragemint.org/privacy-policy
Confidentiality Policy	www.encouragemint.org/confidentiality-policy
Obtain COPPA Forms	www.encouragemint.org/coppa-forms

By submitting this completed form you are informing us of your desire to review your child’s records, that is, all personal information Encouragemint may have on file as it relates to your child. This may include their name, email address, online username, forum posts and messages, emailed questions, along with any other information that may have been provided to us by your child along with any clinical records on your child that Encouragemint may have on file.

The Provider of Information Matters

Please bear in mind that COPPA rules apply only to information received from children under thirteen. Therefore information about a relative, neighbor, friend, classmate, etc. provided by your child will be deemed personal information that would be available for your review.

However any information provided by someone over the age of thirteen pertaining to your child does not fall under the description of child personal information according to the Federal Register (64 Fed. Reg. 59888, 59902 n.213).

Child Safety

There may be instances where a request to review personal information about a child is denied. Such instances would revolve around the physical safety, and/or emotional health of a child or others around the child and may include, but are not limited to actual or suspected acts of child endangerment, emotional abuse or neglect, physical abuse or neglect, sexual abuse, threats or suggestions of possible harm to the child or others, or otherwise in order to protect the safety of the child or other vulnerable person. Encouragemint may also withhold certain pieces of personal information if required by law, legal order, or recommendation of legal counsel.

To be clear, if Encouragemint has any reason to believe that your child is in any kind of danger you would be contacted assuming we have your contact information and so long as you are not personally the subject of the suspected endangerment. Our goal is to work with parents/guardians whenever possible and as openly as possible.

Grantor of Consent Must Initiate Requests

When completing this form, and prior to our being able to release a child's personal information, the individual, or one of the individuals if there were more than one, who previously submitted a consent form must make the formal request. We cannot release a child's information to any other party.

If you do not remember who originally signed the consent form please contact us by email with your name and the child's name and date of birth. We will email you back with the name of the individual or individuals who initially provided consent.

If your circumstances have changed such that the person or persons initially providing consent can no longer do so (e.g. there was a death, a restraining order was put into effect, custody was awarded or changed through the courts, etc.) we aim to be sensitive to your situation. However to confirm that you are genuinely in a position to review a child's personal information we ask that you first submit a Contact Details Change Request form available at www.encouragemint.org/coppa-forms.

Details Must Match

In order to assure that we are dealing with the correct individual, Encouragemint will compare the name, email address, and signature below to the ones originally provided to us. If the name, email address, and/or signatures do not match, Encouragemint will not be able to release the requested information. You will however receive a message explaining why your request has been denied. If your information has changed since you initially submitted a consent form, you will need to first submit a Contact Details Change Request form available at www.encouragemint.org/coppa-forms.

Encouragemint Not Subject to COPPA

Encouragemint, Inc. is a federally recognized 501(c)(3) non-profit organization that does not participate in unfair or deceptive acts or practices affecting commerce. To that end, Encouragemint is not legally subject to the Child Online Privacy Protection Act. Insofar as Encouragemint complies with the COPPA Rule, we do so voluntarily and with the intention of protecting the welfare, safety, and well-being of children. However there may be instances where Encouragemint takes a somewhat different stance than the COPPA Rule when it comes to what is in the best interest of a child. For example, we take a hard stance when it comes to the issues described in the "Child Safety" section above. By signing below, you assert that you understand this and agree to it.

Child's Information

Full name: _____
(Please print neatly)

Date of birth: _____
(Include month, day, and year)

Parent/Guardian Information

Full name: _____
(Please print neatly)

I am the above named child's:
(check one)

- ☐ Parent
☐ Legal Guardian
☐ Other

My email address:

*Your email address will not be sold, shared, or used for marketing purposes in any way. It will only be kept on file for purposes of communication with you pertaining to the child named above. Whenever contacting us about this child please use this same email address in order to confirm your identity.

If your name has changed since submitting the original consent form, please explain:

Please provide your street address if you would like your child's personal information file mailed to you. Otherwise you will receive the information via email.

Signature: _____

Today's Date: _____

**Please send this form completed in its entirety (i.e. all three pages) as a scanned attachment to admin@encouragemint.org or by postal mail to Encouragemint, Inc., 57 South Main Street, Suite 273, Neptune, NJ 07753. We will send you an email confirmation when we've received the form.