



# Digital Millennium and Copyright Policy

## POLICY INFORMATION

Policy#:

Original Issue Date: 5/26/2017

Current Revision Date: 10/8/2024

Initial Adoption Date: 5/26/2017

## RESPONSIBLE OFFICE

Title	Department
Vice President – Chief of Staff	Compliance

## SCOPE

Constituency	Campus Locations
(Select all that apply)	(Select all that apply)
<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Hyde Park
<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Greystone
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> San Antonio
<input checked="" type="checkbox"/> Contractors	<input type="checkbox"/> Singapore
<input checked="" type="checkbox"/> Visitors	

(Select a Policy Type)
<input type="checkbox"/> Organization Policy
<input type="checkbox"/> Legal Policy
<input type="checkbox"/> Education Policy
<input type="checkbox"/> Marketing Policy
<input type="checkbox"/> Finance Policy
<input type="checkbox"/> Technology Policy
<input checked="" type="checkbox"/> Compliance Policy
<input type="checkbox"/> HR Policy
<input type="checkbox"/> Enrollment Policy
<input type="checkbox"/> Advancement Policy
<input type="checkbox"/> Operations Policy

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## **A. PURPOSE**

This policy is intended to set forth The Culinary Institute of America's (CIA) guiding principles and practical procedures for ensuring that its use of copyrighted materials on the Internet is legal and appropriate. These provisions include those required to limit liability of the CIA under

## **C. AUTHORITY**

U.S. Copyright Office Summary of the Digital Millennium Copyright Act of 1998

<https://www.copyright.gov/legislation/dmca.pdf>

17 U.S. Code 512, Limitations on liability relating to material online

<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title17/pdf/USCODE-2011-title17-chap5-sec512.pdf>

## **D. DEFINITIONS**

Copyright: The exclusive legal right to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Employee: As defined under CIA Policy on Policies.

Fair Use: The concept that a small portion of a copyrighted work may be used without the copyright holder's permission, in scholarly works, reviews, or other educational contexts where the use is considered reasonable and limited.

Infringement: An encroachment on a copyright holder's rights or privileges; a violation of copyright laws or rules.

Student: As defined under CIA Policy on Policies.

## **E. PROCEDURES**

### **I. Designated Agent**

The CIA's Designated Agent for complaints of alleged copyright infringement under the DMCA is:

Sue Cussen  
Vice President – Strategic Initiative and Branch Campuses  
Culinary Institute of America  
1946 Campus Drive  
Hyde Park NY 12538

Email: s\_cussen@culinary.edu  
Tel: (845) 451-1471

A listing of the Designated Agent is posted on the United States Copyright Office web site in the

The CIA will make reasonable efforts to contact the site or page owner of the materials in question to arrange for the materials in question to be taken down. Alternatively, the CIA will promptly disable access to the materials in question, unless it has been determined that the use is lawful.

The owner of the site or page of the allegedly infringing material, whether it is the CIA or an individual other than the CIA (the user), may exercise their counter notice procedure rights set forth below.

#### **IV. Counter Notice Procedures**

After voluntary take down or

## **F. RESPONSIBLE CABINET MEMBER**

Chief of Staff

## **G. RELATED INFORMATION**

Any applicable policies, appendices and links that relate to the policy and help to implement the policy.

## **POLICY HISTORY**