

Law Enforcement Compliance Guide  
Confidential and Proprietary

With a few exceptions, MYB will accept out of state subpoenas and search warrants with no personal service. Submitting information to NCMEC is in compliance with federal law.

➤ How do I contact MYB legal team?

For Questions: MYB Legal Team  
280 Union Square Drive  
New Hope, PA 18938  
215-862-1162

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For Legal Service or  
other process: Fax requests for documents to the Custodian of  
Records at 215-862-1109. Subpoenas for in-  
person testimony must be personally served.

➤ General Information

- All legal documents must contain the MYB User ID number
- Make requests as specific and narrowly tailored as possible.

➤ How can I get the MYB User ID?

- Got to the main profile page (even if it's set to private)
- Right click on the page and chose View Source Code (or similar)
- Using the control F find, type in: userid
- You will see: "userid" value="9999999"
- The number is your User ID Unique to this account.

➤ What type of information is available.?

- **Public Information** – information which can be viewed by the general public. This information is gathered in png or html format. Png is preferred as the screen shot can be scrolled. Public information can be released without a subpoena or search warrant. If a profile is set to "private" it will be considered general information.

Profile page  
Profile Images

- **General Information** – requires an administrative subpoena. Note: No information is verified. General information includes the following:

Registration information

User Name  
MYB User ID:  
DOB:  
Age:  
Location: (If known)  
School: (If known)  
Email address:  
Password:  
Date Jointed MYB:

General account notes:

User Name changes  
User DOB changes  
Violations of MYB TOS.

IP Logs – last 6 months – login times only

IP address  
Date and time logged in  
GTM zone

Profile Pictures

All profile pictures in an account.  
Note: Accounts which have been deleted by either MYB staff or the user will not have any images available.

- **Communication/private Information** – requires a search warrant.

Private Messages: Messages sent through the myYearbook.com internal system between two users. The message contains a thread back and forth between the two.

Instant Messages: IM between two users is controlled by a third party. No general records are kept on instant messages. If a member is reporting a violation of our TOS, the conversation is saved and provided to MYB. Those IM conversations are retained.

Embedded images in messages: Any image which is sent through a private message will be embedded. An external company hosts all

embedded images. The user places the embed code into the message and the image is drawn in whenever the message is displayed. If the host deletes the image, it will not appear in the message. The image is never hosted by MYB.

Any embedded image that is located by MYB staff will be secured in a screen shot and preserved. Secured embedded images along with the host name and URL will be released.

- Can we send a signed consent to search instead of a search warrant?
  - Yes, MYB will accept a consent to search signed by the account owner.
  
- Can the juvenile's parent sign the consent to search or request that you release information from their child's account to law enforcement?
  - No. In accordance with the ECPA (Electronic Communications Privacy Act) parents have no right to information in their children's accounts. They may not give permission for us to release the information in their child's account. Consent must be signed by the juvenile owner of the account.
  
- What is your data retention policy?
  - Active accounts are kept indefinitely. Any information presently in the accounts is available. Information deleted from any active account by the user is not readily available. The information might be available in one of our backup files.
  - Accounts which have been deleted by MYB staff or deleted by the user cannot be seen on the site. Like active accounts, all information is still available except for profile pictures. They cannot be retrieved.
  - IP logs are retained back 6 months.
  - Accounts which have been classified as spammers or in violation of COPPA will have had all information removed from our site.
  
- Do you keep any archived information?

- MYB takes a “snap shot” of the site every night. A snap shot is a given moment in time like taking a picture. Whatever is in an account at that time will be recorded.
  - Backup files are kept on a rolling 7 day basis. After the file is 7 days old it is deleted. Additionally, MYB keeps the file taken on the last calendar day of the month for two months. Then the file is deleted.
- What information do you need in addition to the subpoena or search warrant?
- Requestor’s Information
    - Contact person’s Name
    - Agency or Law Office
    - Physical street address
    - Phone number
    - Email address (important)
  - Response Due Date (please allow 2 -3 weeks for processing)
  - Period of activity at issue (specific dates will most likely expedite your request).

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This document describes the procedure for requesting data from myYearbook.com Inc. Please note that it is dated April, 2010. If it is more than 6 months old please contact myYearbook.com at \_\_\_\_\_ or any updates.

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