

For Kitsune Network users and associates:

Guidelines For ID Verification, and subsequent Data Expungement.

V 1.0.0.2c



To be distributed and strictly adhered by relevant staff members.

This document shall be made accessible to general users.

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In the interests of safely running and maintaining various adult spaces and events, communities within the Kitsune Network shall be required to age verify any user before being allowed access to resources deemed adult in nature. This document shall be a guide and framework for how this process is approached, handled, and closed.

For purposes of this document, the following definitions shall apply:

- i. User: Any individual who is, was, or may potentially become a member of any official Kitsune Network communities.
- ii. Processor: Any staff member, including a server owner, who is or was previously authorized to handle and process documents pertaining to the age verification of users.
- iii. Adult: An individual over 18 years of age since date of birth, regardless of other standards or legal definitions set forth by other countries or territories where this age may be lower.

For communities within the network, the following rules shall apply:

- (1) Any area, instance, forum, chatroom, voicechat, images, assets, or any other such space or content hosted or maintained by communities within the Kitsune Network deemed mature, explicit, pornographic, or otherwise inappropriate for an underage individual, shall be restricted and limited to adult users.
- (2) Communities within the Kitsune Network shall provide users a means of presenting appropriate documents, and completing a safe and reasonable age verification process within a timely and professional manor to designated processors among staff.

(3) The age verification process shall require at minimum the following:

a.) An appropriate and non expired document owned by the user meeting the requirements outlined in rule 4.

b.) The users face must be clearly presented in some manor so the documents may be compared and matched with the user.

c.) A paper must be presented by the user possessing at minimum: the current date and time, the users Discord name, and name of the community processing the documents.

(4) Identification deemed acceptable for the verification process shall be: Any official and valid document issued by a body of government, possessing both a picture of the users face and the users date of birth on said document. Examples may include, but may also not be limited to:

- ◆ ID cards
- ◆ Drivers licenses
- ◆ Driving privilege cards
- ◆ Residency cards or “green” cards
- ◆ Passports or passport cards
- ◆ Military ID
- ◆ Tribal cards
- ◆ Deez nuts
- ◆ Federal identification cards
- ◆ Firearm conceal carry permits

(5) A processor may complete the verification process over a private Discord video call. A processor may choose this method at their own discretion based on their local community policies, a general availability of the processor to handle incoming discord video calls in a private and discrete manor, and that a “good faith” assumption from the user is present.

- (6) A processor, upon completion of reviewing verification documents, and having granted an adult status or role to the relevant user, shall instruct a user to remove any sensitive documents or comments used during the verification process. The processor shall do the same for any information or comments they made deemed confidential or sensitive. This may include any images or comments described in rules 3, 4, and 5, any mentions of location, age of the user, mentions of user identity or appearance, requests or inquiries made to ensure validity of documents, or any other similar information. A processor may leave a message indicating a user has been verified for future use or reference in case said user needs to renew/restore their adult status without re-submitting verification.
- (7) A processor, staff member, server owner, or any other user (aside from the user submitting documents for the verification process), shall not save, share, store, archive, photograph, screenshot, record or otherwise keep notes or records of documents or discussions relative to the verification process. All information from the verification process, aside from a users adult status, shall be securely erased and expunged to the fullest degree of the terms.
- (8) The relevant processor shall be held directly accountable for the mismanagement or mishandling of information from the verification process, and shall accept full punishment for failing to responsibly fulfill their expected duty. However, a processor shall not be held accountable for a user failing to remove their own sensitive information, assuming a processor has given clear instructions for a user to remove any sensitive information. Furthermore, neither the user or processor shall be held accountable for mishandling of information resulting from Discord or it's services failing or being critically exploited.
- (9) A sole exception to user confidentiality policies, including rules 6, 7, and 8, shall be made for the extraordinary circumstances that a user submitting documents is highly suspected to be a fugitive from justice for a crime, activity, or event deemed "severe and/or egregious". Under such circumstances, a processor is allowed to temporarily store a users information on a local device in a secure manor, and forward it to Kitsune Network leadership, with the end goal of alerting and advising law enforcement. Examples of such extraordinary circumstances shall include, but not be limited to:
- ◆ Failure to register as a sexual offender
 - ◆ Assaulting multiple members of a convention and fleeing prosecution
 - ◆ Appearing on local or national news as the subject of a manhunt

This document is to be interpreted “as is”, and shall trump any other policies, rules, or guidelines of any communities participating within the Kitsune Network. Communities and their staff within the Kitsune Network shall be expected to follow the policies outlined in this document to the fullest extent possible. This document may not be changed or altered without official notice.