

The Union Church in Waban

Updated August 2016

Procedure: Yearly in October, the church office will communicate to the congregation the following photo and video policy for adults and children.

Adults will be given until the end of October to "opt" out. If they do not do so it will be assumed that permission is given. If an adult wishes to change their permission status at any other time during the year, they may contact the office directly to do so. The office manager will be charged with keeping a list of those who have opted out of giving permission to use their photo or video.

Parents will be asked to complete the photo permission as part of the Sunday school registration form. Again, parents may change the status of their permission by contacting either the office manager or the director of children and youth ministries.

PHOTO and VIDEO PRIVACY POLICY – for Adults

In order to share the good news of the ministries of The Union Church, we sometimes take photos and videos at worship and other events in the life of the church. These photos and videos are used in worship slide shows, on bulletin boards, in our newsletter, on our website and sometimes on YouTube and other places on the web. When published, we DO NOT include identifying information (name, address, etc.) unless there is a compelling reason to do so (such as photos of staff members or guest speaker) and in those cases we will seek permission prior to publication. If you do not want your photos or videos used in this way, please complete the following and return it to the Union Church office by _____. Thank you.

I, _____, wish to opt out of the Photo and Video policy and therefore do not give you permission to use photos or videos taken of me.

Signature

Date:

PHOTO and VIDEO PRIVACY POLICY – for Children

(PLEASE NOTE: If you have completed a Sunday School registration form, you do not have to complete this section since the photo and video privacy policy also appears on the registration form.)

In order to share the good news of the ministries of The Union Church, we sometimes take photos and videos at worship and other events, including Sunday school, in the life of the church. When published, we DO NOT include identifying information (name, address, etc.) unless there is a compelling reason to do so (such as photos of staff members or guest speaker) and in those cases we will seek permission prior to publication.

For permitted use of your child's image, please complete this section:

I, _____, authorized parent/guardians of _____,
_____, _____, _____,

(circle one) authorize / do not authorize The Union Church in Waban to use and/or reproduce my child(ren)'s images in the form of still photography and digital video.

Date: ____/____/____

Parent/Guardian's Signature: _____