

Fox Valley Unitarian Universalist Fellowship Photo/Video Policy – Effective 10/1/2020

Purpose: The purpose of this policy is to define the use of photographs, videos and other recorded media at Fox Valley Unitarian Universalist Fellowship (the Fellowship). The Fellowship may present images or other recordings of worship and congregational life on our website, YouTube channel, Facebook and other social media sites, as well as in brochures, informational displays, or other special projects. The following statements govern photography and videography at the Fellowship.

Policy:

General group or crowd photographs

The Fellowship reserves the right to take photographs or video recordings at worship services or any other congregation related activities and events, and to use any of these photos or recordings for advertisement or promotional purposes in media such as, but not limited to, brochures and flyers, the Fellowship website and newsletter, and online social media and sharing platforms, without seeking or requiring the consent of each person represented. When possible we will notify the congregation that services or events are being photographed or recorded, and will make a reasonable effort to designate a camera/recording free zone within the sanctuary or event venue. Any individual identified by name will be asked to sign a photo/video prior to publication or use online.

- In addition to any event or gathering taking place on Fellowship property, related activities also include Fellowship sponsored gatherings at other locations such as parks, retreat facilities, and other public venues, etc.
- Any individual who objects to potentially being photographed as part of a Fellowship activity should notify a minister, staff, event coordinator, or the photographer immediately upon arrival.
- Any individual who sees themselves or a family member in a group photo online and would like it removed may follow the photo removal procedure given below.

Adult individual or small group photographs

When adult individuals or a small group of individuals are photographed, videoed or otherwise recorded, whether posed or candid, each person will be asked for written consent before any use of the photographs, videos or other recording is made. The photos, videos and other recordings may be used with or without names.

Photographing minors

When individual children under the age of 18 are photographed the consent of at least one legal parent or guardian will be obtained before their photo will be used in any way. In addition, the following guidelines will be enforced:

- Identifying information (first or last name, family members, school names, etc.) of anyone under 18 years of age may be included in or associated with any photographs or videos displayed, posted, or published only with the express written consent of the parent or

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guardian.

- All registration forms for events, activities, programs, or youth gatherings will contain a reference to this policy, and a permission request to allow the participant to be photographed in accordance with the policy.
- Any event-related photos including minors that are used in any Fellowship media must have already occurred. For example, a photo of a prior-year camping trip could be posted or published, while a photo of youth who are signed up for a future camping trip could not.
- Opting-out: Parents/guardians who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should send a written note or email to the Fellowship office, and we will make every effort to exclude the indicated minor from any individual or group photography. Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display.

Requesting removal of a photograph or video

Any individual who appears in a photo/video (or whose minor children appear in a photo/video) that the Fellowship has posted online may request that it be removed for any reason, even if prior permission had been granted, by sending a written note or email to the Fellowship office. Please indicate the person or persons involved and the photo or video in question, and it will be promptly removed from the website or other online display.

General notice

The Fellowship may change the content of this policy without notice, and it is recommended to review this and other Fellowship policies periodically. Once a photo/video consent form is submitted it will remain in perpetuity unless permission is revoked in writing. A copy of our Photo and Video Policy can be obtained through the Fellowship office or may be viewed on our website.