

UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

PHOTO & VIDEO USE POLICY

Approved by the Board of Directors on February 9, 2016

The Unitarian Universalist Society of Geneva is an active and vibrant community, and publishing photographs and videos of church activities and events is an important way to connect to each other and let the larger community know about our congregation and mission.

The activities and events sponsored by UUSG, including worship services, are considered public and may be photographed and/or videotaped.

UUSG has an “opt-out” photo and video policy. Therefore, photos and videos may be taken and published of any individual unless a written statement requests otherwise.

Publishing of photos and videos includes, but is not limited to, posting on our website and social media, inclusion in emails, and inclusion in print media:

Published photos and videos will adhere to the following guidelines:

- UUSG will not knowingly publish any image of an identifiable person that is defamatory, an invasion of privacy, falsely depicts a person in a negative light, or violates any other UUSG policy in effect at the time of publication.
- UUSG will obtain written permission from any identifiable individuals (or their legal representatives) depicted in images used in fundraising materials
- UUSG will not identify minors by name, parent’s names, or other personal information without express written permission from a parent or legal guardian.
- Adults may be identified in photos and videos. Past photos and videos showing children that have since aged into legal adults may also be identified.
- Whenever feasible, UUSG will honor reasonable requests from identifiable individuals depicted in photos or videos posted on UUSG premises, UUSG’s website, or social media accounts controlled by UUSG to take down or obscure their likenesses from the image. Any individual who wishes to make such a request should contact our Congregational Administrator.

Please note that we cannot prevent third parties from copying or manipulating images for dishonest purposes. Likewise UUSG does not control photos or videos taken by individual church members.

Beginning with registration for the 2016-2017 church year, all church school registration forms will include an option to opt-out for all family members of minors only.

Anyone who does not wish to have his or her photograph or video image, or that of a minor child, used or published by UUSG in any of its printed materials or website, may

fill out the Photo/Video Opt-Out form and return it to the church office. UUSG will make reasonable efforts to honor such requests. However, particularly because of the volunteer nature of our organization, we cannot always guarantee that individuals who request to “opt out” will not appear in photos or videos used or published by UUSG, particularly when such images are included in a larger group of unnamed individuals, such as the congregation during a church service or at a church event. If you notice your image in any photo or video published by UUSG after you have asked to opt out under this policy, please alert Congregational Administrator as soon as possible so that the matter can be addressed.

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PHOTO/VIDEO OPT-OUT FORM

Anyone not wanting to have their photograph or video image, or that of a minor child, used or published by the Unitarian Universalist Society of Geneva in its church-produced materials should complete this form and return it to the church office.

For Adults

I, _____, request that the Unitarian Universalist Society of Geneva not use any identifiable photograph or video image of me in its church-produced materials including, but not limited to, website, social media, emails, brochures, newsletters, other printed materials, and audio/video presentations.

Signature

Date

For Minors

I, _____, request that the Unitarian Universalist Society of Geneva not use the photograph or video image of the following minor child (or children) of whom I am the parent or legal guardian in its church-produced materials including, but not limited to, website, social media, emails, brochures, newsletters, other printed materials, and audio/video presentations.

Print the names and ages of the children below.

Name of Minor

Age

Name of Minor

Age

Name of Minor

Age

Name of Minor

Age

Parent/Guardian's Signature

Date

Please return this form to the church office.