

**St. Thomas a'Becket Catholic Church**  
**Operating Policies and Procedures**

<b>Policy Title</b>	<b>Photo Permission Policy</b>
<b>Policy Owner</b>	<b>Stewardship Commission</b>

<b>Purpose</b>
The purpose of this policy is to establish the rules for posting images on the parish website or in other print or online publications. It is especially important to clarify the procedures for minor children. Protection of privacy and safeguarding our children are our paramount concerns.

<b>Policy</b>
<p><b>Photographing candid group or crowd shots:</b> St. Thomas a'Becket reserves the right to take candid community or group shots in which individuals are not prominently featured and no identifying information is presented and to include them in approved St. Thomas a'Becket communication tools (e.g., the Chancellor, the church monitors, the website, our online photo gallery, brochures, etc.) without requiring the consent of each person in the shot. (Examples of this kind of shot would be a picture of the entire gym at the Holy Thursday soup supper.) Any individual in a group photo who sees him/herself in a group photo online and would like it removed may follow the photo removal procedure.</p> <p><b>Photographing individuals:</b> Any time that an individual or small group of individuals are photographed or any group is asked to pose for a photograph, each person must be asked for either written or verbal consent to post the images on the website. No photos will be posted by the webmaster until consent has been verified. Verbal consent will be sufficient to post an individual's photo without identifying information; however, if an individual will be identified, written consent must be obtained.</p> <p><b>Photographing minors:</b> If children under the age of 18 are photographed (except as a part of a candid group or crowd shot as outlined above), the consent of the parents must be obtained before their photo can be posted in an approved St. Thomas a'Becket communications tool. In addition, the following safety guidelines must be enforced:</p> <ul style="list-style-type: none"><li>• <b>Photo release on participation forms:</b> Every time a parent enrolls a child in an event or activity, including, but not limited to: youth group field trips, youth group, youth or teen choir, Ministry in Motion, CYO, T-Ball/C-Ball, VBS, etc., parents should fill out an information form or permission slip. That permission slip should contain the following: Photographs or videos of children may be taken at church events, in accordance with our Photo Permission Policy. I consent to have my child's photo/video included in an approved St. Thomas a'Becket communication tool (e.g., Chancellor, website, online photo gallery, etc.). All photographs/videos will remain the property of St. Thomas a'Becket. Parents can refer to the <a href="#">Photo Permission Policy</a> on our website for more information about how St. Thomas a'Becket protects children online and to learn how to request that your child's image be withheld from publication.</li><li>• <b>No identifying information may be posted online</b> regarding an individual child or children,</li></ul>

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including name, address, email address, family member's name(s) or school. If a child is wearing a nametag in a photo, the nametag must be Photoshopped (or cropped) out of the picture.

- **Identifying information in the Chancellor:** If a child's full name will be posted with his/her photo in the Chancellor (e.g., photos of the cast of the Youth Group Stations of the Cross), parents must be notified separately and given an opportunity to request that this information not be posted.
- **Photographs of minors must be of past events,** rather than including photos with a future location. For example, posting a photo of a past rock climbing event is permissible. Posting a child's photo with the date and time of a future rock climbing event is not permissible.
- **Opt out of photographs:** Parents who do not wish their child's photo or video to be posted online must email the webmaster at [webmaster@abecket.org](mailto:webmaster@abecket.org) or send a written note to the Parish Office to the attention of the Webmaster. The Webmaster will notify the group leader of any minors who should not be included in photographs. Please note that children may still be included in candid group or crowd shots without identifying information; however, you may request that any photo be removed.

**Requesting that an image be removed:** Anyone who is in a photo/video (or whose minor children are in a photo/video) that has been posted online may request that it be removed. Simply email the webmaster at [webmaster@abecket.org](mailto:webmaster@abecket.org). The photo will be promptly removed or the person cropped out of the photo. Images that are posted in the Chancellor are more difficult to remove once they are posted online, but every effort will be made to honor all requests.

### Definitions

Minor: a child under the age of 18, unable to give legal consent on his/her own.

Approved communication tools: includes all tools used to communicate with and connect St. Thomas a'Becket parishioners to one another, including but not limited to: the Chancellor, the monitors in the Gathering Space, the website, the online photo gallery, brochures or other approved publications.

Date	Changes Made