

## **Social Media Policies**

Grace Episcopal Church, 711 S. McDuffie Street, Anderson, SC 29624 864-225-8011

### **Online Photo/Video Use Policy**

Including photos and videos online (on our website, blog, and social media sites) of parishioners and events at Grace Episcopal Church is a privilege for us, and we intend to respect and honor it. Therefore:

Photos/videos are almost always of people in public spaces, and/or at public events. We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in the photo/video.

We do not identify children or youth by name in the photos/videos we post online. Adults may occasionally be identified unless an opt out form is on file.

If copyright for a photo/video is held by someone other than Grace Episcopal Church, we will receive permission to post it and gladly provide credit if desired.

### **Photo Removal Procedure**

We will gladly remove any photo/video upon request. If you see a photo/video that includes you or your child and would like it removed from the site, please call 864-225-8011, and follow up with a written request or email for our records. 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 display where it is found. The media in question may be edited and re-posted excluding or anonymizing the individual(s) in question.

We ask for your respect in return. Unless otherwise indicated, photographs and videos on our website, future parish blogs, on a Grace Church managed Facebook page, or any other authorized online account are the property of and are copyrighted by Grace Episcopal Church or have been used by permission and may not be used for any purpose (including but not limited to: downloading, printing, distributing, linking) without permission from Grace Episcopal Church or the original copyright holder.

### **General Social Media Policy**

The purpose of this policy is to define the use of photographs and other recorded media at Grace Episcopal Church. This policy is faithful to the recommendations of the Episcopal Diocese of Upstate South Carolina, and may be revised without notice, subject to their recommendations.

### **Group or Crowd Photographs**

Grace Episcopal Church reserves the right to take photographs or video recordings at worship services or any other church-related activities in which individuals are not prominently

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featured and no identifying information is presented, and to use any of these photos or recordings for fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, the church website, Facebook page, and online photo galleries without seeking or requiring the consent of each person represented.

In addition to any event or gathering taking place on church property, church-related activities also include gatherings at other locations such as parks, sporting events, mission sites, etc.

Any individual who objects to being photographed as part of a Grace Episcopal Church activity should notify a member of the clergy, vestry, event coordinator, and the photographer immediately upon arrival.

Any individual who sees himself/herself or a family member in a group photo online and would like it removed may follow the photo removal procedure above.

### **Adult individual or Small Group photographs**

When adult individuals or a small group of individuals are photographed, whether posed or candid, consent to publish according to stated policies is assumed, unless we are otherwise notified. Adults names may appear in relation to the photograph.

### **Photographing Minors**

When individual children under the age of 18 are photographed (except as part of a general group or crowd photo as outlined above), the following guidelines will be enforced:

Under no circumstances will any identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 18 years of age be included in or associated with any photographs or videos displayed, posted or published in any way. If a parent or guardian desires to include their child's name in a website/social media post, verbal consent, followed by written or emailed consent must be provided.

All events, activities, or programs, such as Sunday school, youth group, VBS, etc. will follow the above stated policies. The signing parent or guardian to "opt-out" of inclusion in any photographs or video recordings. Note that opting-out via an activity sign-up form will apply only to that activity, not as a "blanket" request (see "Opting-out" below).

Any event-related photos including minors 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.

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**Opting-out:** Parents/guardians who do not wish for their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should complete the Opt Out form or send a written note or email to the church office and Grace Episcopal Church will make every effort to exclude the indicated minor from any individual or small 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 as per the Photo Removal Procedure. At our discretion, the group photograph will remain, with the designated child's face anonymized/blurred.

### **Change notice**

Grace Episcopal Church may change the content of this policy without notice, and it is recommended to review this and other church policies periodically. Current copies of this policy may be obtained at the church office or located online (after July 15, 2015) at <http://www.gracechurchanderson.com>.

*Children's Online Privacy Protection Act of 1998 ("COPPA") protects certain personal information that a website collects from children under the age of 13. Personal information is defined as: (A) a first and last name; (B) a home or other physical address including street name and name of a city or town; (C) an e-mail address; (D) a telephone number; (E) a Social Security number; (F) any other identifier that the Federal Trade Commission determines permits the physical or online contacting of a specific individual; or (G) information concerning the child or the parents of that child that the website collects online from the child and combines with an identifier described in this paragraph. For more information, please see: [Federal Trade Commission COPPA](#).*

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### Opt-Out Form:

*This Opt-Out form shall be in effect for one year from the signed date.*

We understand that some people may choose not to have their photos used and we want to respect their wishes. Therefore, we have provided this "Opt Out Form" for those individuals or families who may prefer NOT to have photographs of themselves used by the church. YOU NEED ONLY COMPLETE AND SUBMIT THE FORM BELOW IF YOU DO NOT WANT YOUR PHOTOGRAPH USED BY THE CHURCH.

I prefer not to have Grace Episcopal Church release or have use of

(Insert your name) \_\_\_\_\_'s image in any still photograph, videotape, television, or motion picture production that will be produced, used, or distributed by Grace Episcopal Church for church purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note all family members names included in the opt out:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_