



## Privacy Policy Regarding Church Member and Staff Information/Photos/Videos

*The purpose of this policy is to govern the use of photographs, videos and other personal information that may be used in print or web publications.*

### Personal Information Policy

We have several basic groups of people that might be listed or referred to in our communications: clergy & staff, pastoral council & ministry leaders, adult members & attenders, and youth & children.

1. **For clergy and staff: We list photos with** names, office email addresses, and office phone numbers, **as authorized by the clergy/staff person.** No home phone numbers, home addresses, or mobile phone numbers, **unless authorized.**
2. **For church council and team ministry leaders:** We **list photos with** names and email addresses **as authorized by the council member/ministry leader.**
3. **For adult members and regular attendees:** Images will be used unless the member or attendee signs a Photo/Video Opt-Out Form. Personal information, including names, phone numbers and email addresses will not be included in any publication except the church directory.
4. **For youth and children:** Photos of anyone under age 18 will not be used without a Child Photo/Video Release Form on file.

## **Holy Trinity Lutheran Church Photo/Video Policy**

**When using photos or videos of church-related events, we follow these guidelines:**  
**--If you are 18 years of age or older, your image may be used in any print or web publication of Holy Trinity Lutheran Church unless you fill out a Photo Opt-Out Form.**  
**--Photos of anyone who is under age 18 will not be used in any print or online publication without written consent from the child's parent or guardian.**

**Forms follow.**



**CHILD PHOTO RELEASE FORM**

I certify that I am the parent and/or legal guardian of the minor(s) listed below. In signing this form, I grant Holy Trinity Lutheran Church authorization to use and display photos of the following persons in church-related online and print publications.

Please Print:

Name and birthdate for each child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

Please return to Sally Daggett



## HTLC Photo/Video Opt-Out Form

Church policy allows us to include photos of adult staff, members, friends, and guests or visitors, without identification by name, in church online and print publications. If you do not want your photo published in our publications, please sign and date, below.

This opt-out request is valid indefinitely. If you change your mind about your photo or video being used, please contact the church office.

By signing this form, I am instructing Holy Trinity Lutheran Church to exclude my photo from all church-related online and print publications.

Full name (please print) \_\_\_\_\_

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

When completed, please return to Sally Daggett.