

## Policy on posting photographs of individuals on the church's website

- Policy established on September 10, 2007
- Policy states that, based upon legal advice from two local law firms, individuals or groups whose photographs are uploaded to the church's website must sign one of two permission forms: one is for those under the age of 18, which requires the signature of the parents or legal guardians; and another form is for those 18 years of age and older. Moreover, a form must name the event/occasion and be signed and dated for **each** specific event or occasion in which photos are taken and posted on the church's website. A "generic" form (i.e., one that applies to multiple events in the future) is not permitted. Moreover, even when permission forms have been signed, the names of the individual or individuals in the photos that are uploaded to the church's website are not to be revealed in connection with the photos.
- Background and implementation: Two Western New York law firms were contacted in the August, 2007 about possible legal restrictions on publishing photos of individuals on the church website. Both firms indicated that permission forms were required for each individual and for each specific event. In other words, a generic, unspecified permission form cannot be used; instead, a form is required for each event. (A search of many websites of other churches confirms the advice provided to us by the local law firms, and a newsletter from NYS Senator Mary Lou Rath indicated at the time that NYS legislation was pending on this issue.) Consequently, two sets of permission forms have been prepared by the Cyber Ministry Team.
- Below are the **two representative forms**: one for those under 18 and one for those 18 and over.

**NPC'S WEBSITE-PICTURE PERMISSION FORM**

[For the parents/guardians of individuals under 18 years of age.]

Please fill in and sign only **ONE** of the appropriate statements below to either grant or refuse permission to North Presbyterian Church, Williamsville to use photographs of your child (or children) on the church's website. ***This form applies specifically and only to the photo of the {Named person, committee, or group} that was taken [on a specified date and for a specified event] and submitted for posting on the church's website.*** Please return this form to the church office or mail it to the address below by ***[specified date]***. Thank you.

**(1) CONSENT AND RELEASE**

I \_\_\_\_\_ (Please print your name) hereby give consent to and authorize North Presbyterian Church, Williamsville (hereafter, NPC, Williamsville) to take and/or use photographs of my child (ren) \_\_\_\_\_ (Please print the child's or children's names) and/or include my child (ren) in any photographs of other persons, to own the copyright in the same, in its name, to use and re-use, publish and re-publish the same in whole or in part, individually or in conjunction with any printed matter or use on the Internet, in any and all media now or hereafter known, for business and promotional purposes without restriction, including for advertising or for purposes of proselytizing. Moreover, I give NPC Williamsville the perpetual, royalty-free right to use these photos on the church's website.

I understand that the church's website will likely have a large audience and that my child's (children's) photo(s) will be available to the general public through Internet access. I further understand that NPC, Williamsville assumes no liability or responsibility whatsoever concerning any consequences of such use. I also understand that these photos of children under 18 that are posted on the webpage will NOT include first or last names of individuals for identification purposes. Moreover, if I give written notice to the CyberMinistry Team at NPC, Williamsville that I wish to change this decision, or if I object to any particular photo of my child (children) that is on the Church's website, then that picture will be removed as soon as possible.

Finally, I state that I have the right to give this permission because I am the child's (children's) parent or legal guardian. Given all of the above, I hereby release and discharge NPC, Williamsville from any and all claims or causes of action arising out of or in connection with its use of the photographs, including without limitation any and all claims under N.Y. Civil Rights Law #50.

NAME: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

**(2) REFUSAL**

I \_\_\_\_\_ (Please print your name), hereby REFUSE to consent to have photographs of my child (ren) \_\_\_\_\_ (Please print the name/s of your child/ren) used in conjunction with any printed materials, including the North Presbyterian Church, Williamsville website. I further state that I have the right to refuse this permission as I am the child's (children's) parent or legal guardian.

NAME: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

**North Presbyterian Church, 300 North Forest Rd., Williamsville, NY 14221-5056.**

**NPC'S WEBSITE-PICTURE PERMISSION FORM**

[For individuals 18 years of age and older.]

Please fill in and sign only **ONE** of the appropriate statements below to either grant or refuse permission to North Presbyterian Church, Williamsville to use photographs of you on the church's website. ***This form applies specifically and only to the photo of the {Named person, committee, or group} that was taken [on a specified date and for a specified event] and submitted for posting on the church's website.*** Please return this form to the church office or mail it to the address below by *[specified date]*.. Thank you

**(1) CONSENT AND RELEASE**

I \_\_\_\_\_ (Please print your name) hereby give consent to and authorize North Presbyterian Church, Williamsville (hereafter, NPC, Williamsville) to take and/or use my photograph and/or include me in any photographs of other persons, to own the copyright in the same, in its name, to use and re-use, publish and re-publish the same in whole or in part, individually or in conjunction with any printed matter or use on the Internet, in any and all media now or hereafter known, for business and promotional purposes without restriction, including for advertising or for purposes of proselytizing. Moreover, I give NPC Williamsville the perpetual, royalty-free right to use these photos on the church's website.

I understand that the church's website will likely have a large audience and that my photo(s) will be available to the general public through Internet access. I further understand that NPC, Williamsville assumes no liability or responsibility whatsoever concerning any consequences of such use. I also understand that these photos of me that are posted on the church's webpage will NOT include my first or last name for identification purposes. Moreover, if I give written notice to the CyberMinistry Team at NPC, Williamsville that I wish to change this decision, or if I object to any particular photo of me that is on the Church's website, then that picture will be removed as soon as possible.

Given all of the above, I hereby release and discharge NPC, Williamsville from any and all claims or causes of action arising out of or in connection with its use of the photographs, including without limitation any and all claims under N.Y. Civil Rights Law #50.

NAME: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

**(2) REFUSAL**

I \_\_\_\_\_ (Please print your name) , hereby REFUSE to consent to have my photograph used in conjunction with any printed materials, including the North Presbyterian Church, Williamsville website.

NAME: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature)

**North Presbyterian Church, 300 North Forest Rd., Williamsville, NY 14221-5056.**