

# Peace Lutheran Church Privacy Policy

Peace Lutheran Church (Peace) has several basic groups of people that might be listed or referred to: staff, adult members, youth and children. Information of concern includes names, email addresses, personal phone numbers and photos. Home addresses are never posted.

1. **For staff**, we list names, office email addresses, and office phone numbers. No home phones, etc. It is important that people be able to contact the staff and that access is all through the office.
2. **For adult members**, we list names when they are a contact for some group or activity that we are covering on the website. We do not list email addresses unless there is a specific reason and the addressee has requested or given permission for the listing. We encourage using e-mail aliases that can easily be created on our hosting ISP. We do not list personal phone numbers. Parish members have the church directory or can call the office for phone numbers.
3. **For youth and children**, we do not list full names, but at most the first name and initial of the last name. We also do not list email addresses or phone numbers. Photo captions do not include full names and often do not include names at all. This is to protect them from the dangerous types of people that use the internet to contact and take advantage of young people.
4. Peace has a **printed directory** with which is only available to members and friends of Peace. It is periodically distributed in print at the church. To request a copy or to add your information to this directory, please contact the church office. This directory is not available to the public online.
5. When using photos/videos/audio of Peace events and/or members online, either directly on the website or in our photo albums we use the following guidelines:
  - Including these media files on our site is a privilege for us, and we intend to respect and honor it.
  - Videos and photos are almost always of people in public spaces, at public events.
  - We will not post anything that would be embarrassing, objectionable or hurtful to anyone.
  - All policies apply to photo captions and audio.
  - We will gladly provide credit for a particular photo if desired by the photographer, and we will honor copyright wishes or restrictions.
  - We will gladly remove any media file immediately upon request.
  - A signed photo/video/audio waiver will be on file before posting.

In any case, if you see a photo that includes you or your child and would like it removed from the site, we would be glad to do so. Please contact the church office with the details.

# Peace Lutheran Church Photo/Video/Audio Waiver

Peace publishes information on its website, in its newsletter, in informational brochures, in local newspapers, and denominational publications regarding church activities. This information may include photos, videos, and/or audio recordings of people involved in these activities. Peace values the privacy of those individuals, and will not publish this information without the individual's consent.

To grant Peace permission to publish photos, videos, and/or audio recordings of you or your family for publicity purposes, please complete and return this form. Even with this permission, Peace will NOT publish personal contact information, such as personal email addresses, phone numbers, or home addresses, without that individual's explicit permission. Peace also will not identify people in photos used on the website or elsewhere without explicit permission.

**I hereby grant Peace Lutheran Church permission to take and publish photos, videos, and/or audio recordings of the individual(s) listed below. This permission will remain in effect until and unless superseded in writing. I am authorized to grant this permission as a parent, legal guardian, caretaker, spouse, or self. I also understand that once a photo, video, or audio recording is posted on the church's website, it can be downloaded by any computer user. Therefore, I agree to indemnify and hold harmless the church, its pastor(s), staff, and attendees from any claims arising out of the use of photos, videos, and/or audio recordings of the individual(s) listed below.**

(list all family members' names here) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Name (please print): \_\_\_\_\_

Requestor's Address (street, city, state, zip): \_\_\_\_\_

\_\_\_\_\_

Requestor's Email Address and Primary Phone Number:

\_\_\_\_\_

Requestor Signature and Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

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