

Media Use Policy

(Use of Audio, Image, Video and other Recordings)

~ Revised and Adopted by the Elders of Grace BFC Wallingford on March 19, 2019 ~

PURPOSE

This policy is to protect the people associated with Grace Bible Fellowship Church (Grace BFC) and friends of Grace BFC from having pictures, movies, sounds and other electronic media ("recordings") appearing in 'public' places such as, but not limited to: web sites, brochures, advertising, flyers and other places where they might be viewed or heard by the 'general' public without the person's permission.

This is **NOT** intended to limit the use of electronic media being used within Grace BFC. Examples are pictures shown before, during or after a Service, celebration, small groups, trips and other things that would be seen by people that attend these events. This is also **NOT** intended to limit the posting of recorded media on any password protected sites that only those connected to Grace BFC can access. Although in all the cases, including those listed here, the church will seek to respect requests from individuals to not use specific recordings in ways for which they disapprove.

SCOPE

This policy covers pictures, movies, sounds and other electronic media captured or recorded by any person or persons who are representing Grace BFC in a leadership or coordinating capacity. The event could be on church property or at church events that are held offsite.

People taking their own personal recordings are not included in this policy unless the church is given the recordings to use in web sites, brochures, advertising, flyers and other places where it can be viewed or heard by the 'general' public without the person's permission.

PROCEDURE/POLICY

No recording should be made for the purpose of embarrassing or dishonoring the person being recorded. If a recording is later seen to be embarrassing or dishonoring it should be immediately destroyed.

No recording should be made or kept that would be considered NOT appropriate for church use.

With the exception of security cameras (addressed separately), we will do all recording openly, in plain sight, and will respect the wishes of anyone present to not be included in the recording. We will not use secret, hidden cameras or microphones, or in other ways deliberately conceal that recordings are being made.

We will use discretion in the recording and distribution of any testimonies or other recordings that may be very personal or potentially confidential in nature, looking out for the recorded persons best interest, and always respecting any wishes they communicate as to the use of such recordings.

People connected with Grace BFC will be given the opportunity to sign a general release to use recordings of them and their family. No pressure will be given to sign, and the complete Media Use Policy shall be available for review at any time. If a person gives permission that permission shall remain in effect until the person revokes it in writing. A person

always has the right to grant or revoke specific privileges for any given recording or use at any time regardless of what general permissions they have or have not granted.

If anyone is clearly identifiable in a recording that has not given general permission for the church to use their recording, specific permission to use that recording should be sought. All such permission should be in writing.

If Grace BFC is participating in an event in partnership with another organization, we will consider permissions given through that organization to also be valid for that event (for example, a retreat where the retreat center collects media permissions as part of its registration process).

Any person can request at any time that specific recordings of them not be used. The request should be given in writing, after which all efforts must be made to remove that recording from public use.

SECURITY RECORDINGS

Grace BFC may at any time install video cameras and other recording devices for the purpose of securing our property and providing for the safety of those on our property. Those devices will be placed in public spaces, they will not be placed in bathrooms or similar spaces. They will also not be placed in such a way as to record conversations that would be considered confidential, such as within the pastor's offices. They may record other conversations on the property.

All people in the vicinity of our security devices will be recorded. Recordings shall be kept for a period of time determined by the Deacon security team based on common legal standards and best practices, after which they will be erased.

Access to the feeds from those devices shall be limited to those who need access for safety reasons, as determined by the Deacon security team. Recordings from those devices shall be used only for security and safety. No recordings, or portions of recording, captured through security devices shall be used for any other purposes, and they will not be posted in any publicly accessible location.

Security feeds may be provided to law enforcement when a situation requires it. Specific recordings involved in any legal proceedings may be kept indefinitely as evidence and may be released by legal authorities as part of their investigation.