



ST. ANDREW'S EPISCOPAL CHURCH

Photograph And Information Policy

Website Photographs

From time to time, the members of the St. Andrew's website support team will post on our church website photographs taken at various parish events. Many of these photographs feature people. Current law and standard practice in the field does not require us to seek permission for posting photographs, whether those featured are children or adults. However, we will adhere to the following guidelines to protect the privacy of individuals:

- We will not list names or any other contact information alongside photographs, with the exception of the Clergy/Staff listing or other persons who have given consent.
- We will not post photographs which present the person in a false or negative light, or which capture an expressly private moment.
- We will not use any photographs for commercial or unintended use.
- We will gladly give credit for the taking of photographs if requested by the photographer. Likewise, we will honor any copyright restrictions.
- We will gladly remove any photographs immediately upon request.

Website Contact Information

In order to facilitate communication and participation in our parish community, it is necessary to list some persons' contact information on our church website. Typically the information listed is a phone number and/or an email address. With the exception of the Clergy/Staff page, that information is not listed alongside an identifying photograph or any other personal information. A second possible exception in the future would apply to stories in the downloadable *Saltire* newsletter, if we were at a later point to incorporate photographs with feature stories. Upon request, we will gladly remove or edit any contact information listed on the website.

If you have questions or concerns about this policy, please contact Dennis Sipes at dsipes.staec@verizon.net or (757) 622-5530.