



Diocese of Erie

Office for the Protection of Children and Youth

Guidelines for Use/Disclosure of Photographic and Video Images of Children and Youth

The following guidelines shall be adhered to, and an authorization form shall be obtained, when photographs or videos of minors are disclosed by the named entity (hereinafter referred to as "the named entity").

If identifiable photographic or video images of any minor is to be used or disclosed by **the named entity** for publicity purposes, consent (as evidenced by a signed authorization form) must be obtained from the parents/guardians. Examples of such use or disclosure may include: publications, flyers/brochures, newsletters, bulletins, web site content, other digital or electronic forms, etc. that may be used for the promotion of **the named entity's** programs, events, etc. Essentially, if the minor may be identified by the photograph or video (either by their picture or by their name) used in connection with the **named entity's** function, consent must be obtained. No financial or other compensation will be paid for any photo or work product used.

Further, in the event that photographs, or videos of minors and/or adults are used or disclosed by **the named entity** for any commercial (i.e.: fundraising) or advertising purpose (i.e.: to sell a product or program) consent (as evidenced by a signed authorization form) must be obtained from the minor's parent/guardian and/or any adults included in the photograph or video.

If photographs or videos are taken of minors in a classroom setting doing class work or engaging in a lesson, they are to be considered an educational record under the Family Educational Rights and Privacy Act ("FERPA") and shall not be released or disclosed by **the named entity** without consent (authorization form)

If photographs or videos are sent to a news reporting agency (hereinafter "agency"), the use of identifiable photographic or video images is allowed. The agency will determine the newsworthiness of the photograph(s) or video(s). If the photograph or video is determined to be newsworthy by the agency, it is the responsibility of the agency to obtain authorization for use if they deem it necessary.

It should be noted that photographs or videos taken by an agency or other individuals in a public place, at a **named entity** event open to the public, **the named entity** is not responsible for obtaining consent for these individuals. However, parents/guardians should be made aware of the best practices regarding photographs or videos of other minors they take during **the named entity's** events, field trips, activities, etc. Discretion should be used to honor the wishes of parents who do not want photographs or videos of their minor children available on the internet.

Documents will not include any information that indicates the physical location of a minor at a given time other than attendance at a **named entity's** event/activity.

Parents/Guardians who have signed a photographic and video image use form may revoke the consent, permission, and release granted herein at any time by providing their revocation statement in writing and delivering to the institution named on the permission form.

Usage:

The authorization form is meant to be used one per minor. This authorization form must be signed each year. All forms must be kept until the child graduates from high school.

Definitions:

Minor – anyone under the age of 18

Adult – anyone who has reached the age of 18 and older

Above-named entity/Named entity – Institution named on the Letterhead of the Authorization Form

[Click here](#) for Authorization Forms