

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.

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

Appropriate Letterhead

Authorization Form

For Use of Child/Youth Name, Likeness, Photographic and/or Video Image

This authorization form shall serve as parental permission for the use of name, likeness, photographic, and/or video image of a child/youth where such permission is required.

I grant permission to _____
(print or type the above-named entity)

to use my child's/youth's first name only first & last name (check only one),
likeness, photographic, and/or video image in the production of the following:

1. Above-named entity's official Publications, Brochures, Programs, Newsletters and other printed publications administered by the named entity.
2. Above-named entity's official Website, Facebook page, Instagram, Twitter and other social networking sites administered by the named entity.
3. Above-named entity's official postings on online video communities such as YouTube
4. www.eriercd.org The official website of the Diocese of Erie
5. Other: _____
6. Other: _____

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the above-named entity **in writing**, all references to my child/youth (i.e.: name, likeness, photographic, and/or video image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the above-named entity is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e.: name, likeness, photographic, and/or video image). I further understand that my child's/youth's name, likeness, photographic, and/or video image may continue to be used in any publications already printed or published prior to my revocation of consent provided herein.

I also understand that adult supervisors, coaches and/or activities sponsors may take photographic or video images of my child/youth during athletic, and/or program or extracurricular activities, for purposes of newsworthiness, post-secondary athletic or academic

grants or scholarships, and for which I provide my consent. I understand that no financial or other compensation will be paid for any photo, video or work product used.

Additionally, other parents, adults, and third parties may attend and take photographs and/or video of public events and activities. Finally, I understand that such parties are not within the control of the above-named entity to direct or limit the use of any photographic or video image taken or obtained by them which may include images of my child/youth.

Name of Child (please print)

Date of Birth

Signature of Parent or Legal Guardian

Date

Definitions:

Child/Youth – 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

Appropriate Letterhead

Authorization Form

For Use of Child/Youth Name, Likeness, Photographic and/or Video Image

This authorization form shall serve as parental permission for the use of name, likeness, photographic, and/or video image of a child/youth where such permission is required.

I grant permission to _____
(print or type the above-named entity)

to use my child's/youth's first name only first & last name (check only one),
likeness, photographic, and/or video image in the production of the following:

Check all that apply

Above-named entity's official Publications, Brochures, Programs, Newsletters and other printed publications administered by the named entity.

Above-named entity's official Website, Facebook page, Instagram, Twitter and other social networking sites administered by the named entity.

Above-named entity's official postings on online video communities such as YouTube

www.eriescd.org The official website of the Diocese of Erie

Other: _____

Other: _____

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the above-named entity **in writing**, all references to my child/youth (i.e.: name, likeness, photographic, and/or video image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the above-named entity is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e.: name, likeness, photographic, and/or video image). I further understand that my child's/youth's name, likeness, photographic, and/or video image may continue to be used in any publications already printed or published prior to my revocation of consent provided herein.

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Name of Child (please print)

Date of Birth

Signature of Parent or Legal Guardian

Date

Definitions:

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