

## St Andrew's Church Photo Policy

Dear Members of our Congregation

Photos of congregational activities are an effective way to publicise St Andrew's. Currently the photos on the Church Website are out of date, because there has been caution about infringing *Leading With Care* guidelines and it can be time-consuming to obtain permission every time a picture is posted.

As plans are underway to celebrate our 190 years, we are hoping that more photographs of our church activities will be taken as a way of promoting the life & work of St Andrew's. We are seeking your approval in principal for photographs of you and your child(ren) to be taken during events & activities which may be published in a variety of ways. The publications could include, but not be limited to, church newsletters (online and in hard copy), Websites, church annual magazines and local newspapers. If published, third parties would be able to view the photographs.

With *Leading With Care* guidelines in mind, we would like to assume that most of us will have no objection to the sensitive use of photos of us and our family, which would not be named unless permission to record people involved in a special event had been requested & granted.....**and that you will agree to the following:**

1. That the church may publish photographs of us and our child(ren) as many times as it requires in the ways mentioned above.
2. That children's photographs may be reproduced either in colour or in black and white.
3. That St Andrew's will not use a child's photograph for any purpose other than for the general promotion of the church and its activities.
4. That photographs taken by the church will be available to be saved for archive purposes, unless their removal is specifically requested

Session has approved that this message is sent to everyone.

Only respond if you **DO NOT AGREE** to permit the church to take photographs of you or your child(ren) which may be published in the manner detailed above; if so please contact:

Nancy Nicol: 226-780-5474, [davidnancynicol@rogers.com](mailto:davidnancynicol@rogers.com) ,  
or the Church Office: 519-822-4772,  
[mailbox@standrewsguelph.com](mailto:mailbox@standrewsguelph.com).... by 30th of June, 2017