

TPIBC Policies—Photos & Videos

Title	Photos & Videos
Guideline no.	1
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Revision History

Version	Date	Comments
1.0	27-Dec-2016	Original release

1. Scope

This policy covers the topic of photos and videos taken during Church activities/functions that take place on Church premises, on other private premises, and in public places.

2. Definition

This policy refers to “official” photos/videos taken by Church-designated photographers and “unofficial” photos/videos taken by any individual present at any particular Church function and activity.

Note. TPIBC strongly encourages “unofficial” photographers to be mindful of the rights to privacy of others, especially children and the vulnerable members of our community. Please do not take and post photos/videos of others on your personal social networks unless you have asked for their permission (in the case of children, permission must be obtained from their legal guardians).

3. Photo & Video Policy

- a. All photos and videos taken during Church functions and activities (on Church premises, on other private premises, and in public places) are the property of TPIBC and may be placed on the Church website www.tpibc.org, shared via mobile phone apps and social media platforms or on promotional material.
- b. If you/your family do not wish to be in the photos/videos, please do not participate in the photo/video shoot.
- c. If we use a photo/video of you/your family on the TPIBC website or Facebook page that you would like us to remove, please inform the Administrator who will delete it. (However, it is important to note that TPIBC cannot be held responsible for photos/videos taken by individual members of the congregation or by visitors.)

- d. We do not name or otherwise identify children in photographs unless we have permission to do so and will only name or otherwise identify adults where the context requires it and, where possible, we have asked permission.
- e. Individuals can contact the Administrator at any time to discuss our use of photos/videos or to comment on any aspect of this policy.