

PHOTOGRAPH AND VIDEO RETENTION/USE POLICY

Throughout the year, our catechists and volunteers may be taking pictures or videos of students and themselves for various purposes. We may also periodically take photos of students who are taking part in various other parish activities. These photos may be used on the parish website or sent to local newspapers for publication. We feel strongly that these activities promote our parish and programs in a positive way, and help to make our students feel more positive about their parish and themselves.

Roman Catholic Diocese of Albany, Immaculate Conception Parish Guidelines:

- Published photos may NOT include a child’s phone number, street address or box number, or names of other family members;
- Photos may NOT include any information which indicates the physical location of a student at a given time other than attendance at a particular parish or participation in parish activities
- Photos may NOT contain objectionable material or point directly or indirectly to objectionable material
- Photos MUST conform to parish policies and established guidelines
- Photos MUST comply with all copyright laws

Additionally, all photos must be approved by parish leaders.

Please fill out the form below if you **DO NOT** give consent for your child’s image to be used for the purposes indicated above. Thank you for your support of our parish and its activities.

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I **DO NOT** want my child’s to photo or video to be used on websites or newspapers for any reason.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

This permission form will be in effect for the duration of your child’s enrollment in our Parish Faith Formation Program and/or Parish Activities. If at any time you wish to change this, you may contact the parish office to complete a new form or download one from the parish website. [www.immaculateconceptionhf.org](http://www.immaculateconceptionhf.org)



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