

# New Life Church Ministries (Sleaford)

## Media Policy



The purpose of this policy is to define the use of media at New Life Church Ministries (Sleaford), including but not exclusively for Sleaford New Life Church.

By using the term 'media', we are covering the following:

- Photographs
- Videos
- Live-streaming

and how they might be used.

Sleaford New Life Church may take photographs and/or videos of gatherings and events to present them to the rest of the world, primarily on our website or social media sites. Some images may be used in printed materials, displays or promotional videos.

We are acutely aware of the safety and sensitivity of those involved and therefore have put this policy in place to govern media use at New Life Church Ministries (Sleaford). No commercial photography will be permitted without prior permission of the Senior Pastor and/or the Operations co-ordinator or in their absence an officer or member of the Church Board.

The types of media collected, may include:

- General group or crowd photographs or videos
- Individual adult or small group photographs or videos
- Individual or small group photographs of children and young people

### General group or crowd photographs or videos

New Life Church Ministries (Sleaford) reserves the right to take photographs and video recordings at gatherings or any other church related activities in which individuals are not prominently featured and no identifying information is presented. We also reserve the right to use any of these photographs or recordings for promotional purposes in media such as, but not limited to, booklets, flyers, websites, and social media, without seeking or requiring the consent of each person represented.

In addition to an event or gathering taking place on church property, church-related activities also include gatherings at other location such as parks, mission sites, sporting events etc. and external venues such as Stathern Lodge.

Any individual who objects to potentially being photographed or videoed as part of New Life Church Ministries (Sleaford) should make their wishes known at the earliest opportunity, such as to an usher on arrival.

Any individual who sees themselves, or a member of their family, in a group photograph online and would like it removed, may follow the photo removal procedure outlined below.

### Individual adults or small group photographs or videos

When individual adults or small groups of individuals are captured on photograph or video, whether posed or candid, each person will be asked for either written or verbal consent before any use of the material is made. Verbal consent will be deemed sufficient to use an individual adults or small group image that

contains no identifying information. Written consent will be obtained for any images that contain any identifying information.

### Photographing children & young people

When those under the age of 18 attend one of our children's or young people's groups, whether as part of our main church gathering or another event, at least one parent/guardian will be asked to complete a registration form for each child in their care. This registration will include permissions for media use.

A Looked After Child, vulnerable child or adult should not be photographed (except as part of a general group or crowd as outlined above). In this instance, those with parental responsibility must make known to group/event leaders that this is the case.

In addition, the following guidelines will be enforced:

- Under no circumstances will any identifying information (first or last name, family members, email addresses, school names etc.) of anyone under 18 years of age be included in or associated with any photographs displayed, posted or published in any way.
- All registration forms for events, activities or programs, whether on or off our main site, will contain a reference to this policy and provide a clear opportunity for parents to opt-in to media permissions.
- Separate registration forms will be required for events away from our main gatherings (e.g. Holiday Club, Youth Club etc.) Forms for specific events cover that event only. Registration forms will be reissued annually for re-occurring events or gatherings (usually in-line with school academic years).
- Sleaford New Life Church will make every effort to exclude any child or young person who has been 'opted-out' from media inclusion. However, parents/guardians should note that children may still be included in general group or crowd photographs and videos without identifying information, as explained above. However, any parent/guardian may request that any photo be removed from display or withdraw their child/young person from any photograph or video at the point it is taken.
- Parents/guardian associated directly with the Church can amend permission settings via MyChurchSuite at any time.

### Requesting removal of a photograph or video

Any individual who appears in a photograph/video (or whose minor appears) that has been posted online may request that it be removed for any reasons, even if prior permission has been granted.

The request should be made in writing to the Church Office (either as a written note or email), stating the person(s) involved and the photograph or video in question. It will then be removed promptly from the website and/or social media platforms it had been posted to. However, New Life Church Ministries (Sleaford) cannot be held responsible for existing screenshots, copies of postings made of photographs and videos by others within the church and/or the general public.

### Our Media Team

New Life Church Ministries' (Sleaford) Media Team incorporates those with responsibility for taking photographs and videos, storing and uploading images to our website and social media platforms. This team will be both employees of New Life Church Ministries (Sleaford) and volunteers approved by leadership from time to time.

### Storage of Images

Images and videos will be stored on equipment belonging to New Life Church Ministries (Sleaford) or within their management and control. These devices are secure, and password protected and can only be accessed by those with authorised permissions.

### Updates & reviews

This policy will be reviewed regularly, and New Life Church Ministries (Sleaford) may update the content of this policy without notice. Where any change greatly impacts individuals or groups of people, we will make every effort to communicate that to those affected.