



REVISION HISTORY

New document.

BACKGROUND/PURPOSE

Since 2009, the Communications Ministry Team (Communications) has used a Board-approved permission-for-publicity form that is intended to protect members and friends from unwanted invasions of privacy.

POLICY

It is the policy of UUCWC that members and friends give written permission for the use of their name, likeness, written description(s) of themselves, and/or written and/or verbal expressions attributed to them when used for the purpose of publicizing the church and its activities to the external community. *There are no exceptions to this requirement.*

GUIDELINES

Through Communications' Website Photography/Publicity Release Form, individuals give their written consent for uses of their names, descriptions, and likenesses in UUCWC-sponsored communications materials that are disseminated externally. These materials include, but are not limited to, news releases issued by UUCWC, posts on public Facebook pages carrying the UUCWC name, and the *CrossCurrents* newsletter. Closed Facebook pages carrying the UUCWC name and initiated by groups within the church are excluded from this requirement.

Those who sign the form agree to hold the church harmless for any situation that may arise as a result of these uses. Those who use their name, description, or likeness in external media without signing a release form, in violation of the policy, also agree to hold the church harmless for any situation that may arise as a result of these activities.

New members can grant the church permission to use their names, likenesses, and descriptions externally by way of the Membership Ministry Team's intake form. This form is an acceptable substitute for the standard permission-for-publicity form.

Unless permission is granted for a specific use (e.g., the website membership photo directory), the person who signs a Website Photography/Publicity Release Form grants the church blanket permission for external publicity until he or she revokes it.

The [Publicity Release Form](#) may be downloaded from the UUCWC website. Signed forms may be left in the Communications box in the office or e-mailed to the chair of Communications. Communications maintains a database of members and friends who have signed publicity release forms.

This form is not necessary for employees of the church.

Document prepared by: Michael Dalzell, Secretary, Board of Trustees.