



REVISION HISTORY

Revision of policy Version 1.1 approved by the Board of Trustees on 07/10/2013.

BACKGROUND/PURPOSE

Since 2009, the Communications Team 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.*

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

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 church office has the responsibility to obtain and retain the [Publicity Release Form](#)

This form is not necessary for employees of the church.