

Best Practices for Photographic, Video and Audio Recordings

Section #:		Section Title:				
Approved by:	FUFON Board <input checked="" type="checkbox"/>	UFON Board <input type="checkbox"/>	Date (yyyy Month dd) Adopted:	2018 June 21	Date (yyyy Month dd) last Reviewed:	
Revision History	FUFON's A/V policy draft 3a was revised in February 2016 by the Communication and Sunday Services Committees. There is no record of the Board approving the draft AV Policy. In 2017 some challenges related to photographing children arose and the policy required significant revised to meet concerns raised by both families and members of the Fellowship. Due to the nature of the concerns all photography was put on hold at FUFON for a period of time in 2017/2018 while this policy was drafted. This current best practices guide updates and broadens the scope of the earlier AV Policy. It was prepared during the winter/spring 2018.					
Originating Group	Rebecca Stanley; Tony Turner		Responsible Group:	FUFON Board		

1. Purpose

The purpose of a Best Practices for Photographic, Video and Audio Recordings (hereinafter called Best Practices) is to provide FUFON members, friends and visitors with basic guidelines to deal with the audio and visual recordings, their use, storage and distribution while balancing privacy concerns with the communication and outreach interests of the Fellowship. Meeting the legal requirements outlined by the Personal Information Protection Act (PIPA) remains a core rationale for this policy.

2. Policy Summary

Photos, video and audio recordings of congregation members and activities are an important means to communicate and share the life of a spiritually-oriented collective such as the First Unitarian Fellowship of Nanaimo (FUFON). They not only help document key activities and events, but can assist members unable to attend services, and those with visual and auditory impairments, to more fully participate in Fellowship life. These recordings provide a window into the vitality of the community and contribute to the archival history of the Fellowship.

All best practices outlined in this document are supported by the FUFON *Covenant of Right Relations*. In particular, members should be mindful of their personal responsibly in the community to “bring best intent and assume best intent in others” when photographs, video and sound recordings are taken, or used by anyone, whether a member, friend or visitor. It is also important to recognize that in the modern era of personal communication devices not all situations involving photographs, video and audio recordings can be controlled. Finally, respecting personal privacy and obtaining consent when using personal devices is a reasonable expectation.

This best practices guide includes all images and recordings taken from still and video cameras, mobile phones, and any device that can record sound, pictures and/or video using digital, film or tape media in the following situations:

- Fellowship sponsored activities whether on FUFON premises or elsewhere;
- Fellowship sponsored activities involving members where friends, visitors, and the public may be present; and
- Fellowship sponsored activities involving adults, youth and/or children



3. Policy Details

3.a. Consent

- To effectively administer this best practices guide, it is mandatory that all Fellowship members complete the British Columbia's Personal Privacy and information Act (PIPA) form (see Appendix A).
- Forms will be held in a secure location by the Office Administrator.
- PIPA Forms should be reviewed and re-submitted every five (5) years and whenever children reach the age of majority (18).
- Only in extreme and justifiable circumstances will special caveats be written into an individual's PIPA form.
- Service and event leaders should request a list of adults and children who have given permission through a PIPA form in advance of services and events so they can effectively plan and manage situations involving photographs, video and sound recording.
- PIPA forms should be readily available and may be completed by friends and guests participating in Fellowship sponsored activities.
- Any person who refuses consent through a PIPA form will not be photographed, videotaped or recorded during a FUFON sponsored event

3.b. Services

These following practices will cover Sunday services, weddings, funerals and other similar services where members and friends gather.

When a service is planned to have photographs, video or audio taken:

- At the beginning of the service, a verbal announcement will be made by the Service Leader explaining what type of recording will be made during the service
- The Joys and Concerns segment of services will NOT be recorded by any means
- The Service Leader or member of the Sunday Services Committee will obtain written permission from speakers to record and share their presentation.

3.c. Events

When a Fellowship-sponsored event is planned to have photographs, video or audio recordings:

- The event leader should communicate when advertising the event that photos and/or video and/or audio recordings are planned or can reasonably be expected to occur
- The event leader should make a verbal announcement at the beginning of an event that photos or video or audio recording might be taken



3.d. Photographers / Videographers / Audio Recorders

There are multiple people who may at different times take photographic, video and audio recordings:

- Persons identified by FUFON Board as official, designated FUFON photographers, videographers or audio recorders
- Event Leaders
- Trusted FUFON members identified by the Event Leader
- **NOTE:** Friends and Non-members may take photographs, video or audio recordings of only themselves and their immediate family during FUFON sponsored services and events

3.e. Storage

- The FUFON Office Administrator should maintain a supply of Secure Digital (SD) cards to be made available to official photographers, event leaders or their trusted member designates who wish to take pictures, video or audio recordings during FUFON services and events
- Event photographers may choose to take photographs home for editing prior to transferring them to the Office Administrator.
- Used SD cards should be returned to the Office Administrator for copying to a *secure medium* and then erased for future use
- The *secure medium* should be a password protected computer or secure cloud-based system under the care of the Office Administrator
- Pictures and video from member Smartphones or other devices that do not contain SD cards should be emailed or otherwise securely transferred to the Office Administrator for storage and then erased from both the device (Smartphone or camera) and emails or any other means of data transfer (e.g., flash drive). This should occur as soon as possible after a service or event.

3.f. Distribution and use

- The *secure medium* will be the source of material for FUFON communications activities (e.g., newsletter, website, Facebook, or other social media related to FUFON members).
- All pictures, video and sound recordings stored by the FUFON Office Administrator after this best practices guide comes into effect may be freely used for FUFON communications activities without additional approvals required.
- All photographs, video and audio recordings used for FUFON communications activities will be assessed for suitability, composition, attractiveness, quality and confirmed PIPA eligibility before they are made public.
- An audio recording of the service presentations may be posted on the FUFON website, Facebook, or other social media related to FUFON members in order for members and the public to access the recording at their convenience.
- FUFON retains the copyright of all material contained on the *secure medium* after this best practices guide comes into effect.



4. Who Should Read this Policy

All members of FUFON need to be aware of the implementation of new best practices related to photography, audio, and video; however, key members of FUFON need to have a strong understanding of this policy and its implications, especially:

- Sunday Service Organizers
- Sunday Service Leaders
- Children's Religious Education Committee
- Communications Committee
- Designated photographers
- Church-sponsored Event Leaders
- Office Administrator

5. Related Policies

6. Definitions

- **Secure medium-** a computer hard drive, cloud-based storage system or other system that is password protected, accessible to only a few trusted members and at low risk of theft or unintended sharing of contents.

7. Procedures

8. Appendices and/or Forms

- **PIPA Consent form**

9. Supporting Information

Appendix A



FIRST UNITARIAN FELLOWSHIP OF NANAIMO

PERSONAL INFORMATION and Consent for use of Personal Information

Since January 1, 2005, the collection and use of personal information by the First Unitarian Fellowship of Nanaimo has been governed by British Columbia's Personal Information Protection Act (PIPA).

The Act requires that a **Privacy Officer** be appointed to ensure that the organization conforms to the requirements of the legislation. A designated Board Member has been assigned this responsibility. Questions about the collection and use of your personal information and any complaints related to this should be directed to the Board.

To comply with the requirements of the PIPA legislation, we require a completed form from each Member/Friend in order to determine your approval or otherwise to send out publications (i.e., newsletters, weekly updates) and to include you in the Members/Friends Directory which is distributed to Members and Friends (for the purpose for facilitating contact with and amongst Members/Friends). The Fellowship will not pass any information about Members/Friends to any other list or organization.

PLEASE COMPLETE AND DELIVER THIS FORM TO A MEMBERSHIP COMMITTEE REPRESENTATIVE OR THE OFFICE ADMINISTRATOR. ** Note – a separate form is required for each person.

		Include in Member/Friend Directory (Y/N)
Name (Surname, first name)		
Street address		
Mailing address (if different)		
Home phone #		
Cell phone #		
Email address		
Special contact instructions or comments.		

I also give permission for **videos** or **photographs** taken of me at FUFON events to be used in FUFON publicity materials, including, but not limited to the Web, YouTube, Facebook, newsletter, Video, newspaper, CUC bulletin. (Yes/No)

If I wish to revoke any permissions authorized on this form, I will give notice in writing to the Membership Committee.

Signature

Date (YYYY/MM/DD)