



GUIDELINES

TAKING PICTURES AT PARISH EVENTS

In order to tell the story of St Brendan the Navigator Parish, collecting pictures from events is crucial. The Priests, Staff, Ministry Leaders, Volunteers, and parishioners are encouraged to do so! In fact, if you already have pictures you would like to share with the community, please email them to our Marketing and Communications Coordinator, **Sarah Oprean** at soprean@stbrendans.net.

That said, what is the correct etiquette for taking photos **in public** of groups of people or individuals? What about our schoolchildren and minors? How can we ensure we are respecting our parishioners' privacy? All great and important questions...

In general, taking pictures at a public parish event is ethical to do without permission of those in the picture. These photos can be included in parish publications because the photos are not for commercial use.

To respect the privacy of our schoolchildren, and parishioners as a whole, here are some rules to follow:

- 1.) If a close up of an individual is to be used centrally to a marketing piece, regardless of age, please ask the parishioner for permission to use their photo (**written or email consent required**). As our parishioners will be receiving any marketing piece we put out there, we never want to create an uncomfortable situation where a parishioner feels his or her privacy violated in any way.
- 2.) Any photo of a minor that is to be used in publication should be used with permission of a parent or guardian (**written or email consent required**). It is important when a child's face is front and center of anything we put into print or on the web is with the permission of his or her parent or guardian, no exceptions! *A list of schoolchildren whose parents denied consent for publication of photos is available via the school. Please email Sarah Oprean at soprean@stbrendans.net for more information.*
- 3.) If another parishioner sends you a photo to use, and you are not the original photographer, be sure you have the consent of the photographer to use the photo (**written or email consent required**).
- 4.) **If you are unsure at any point about whether or not you are able to publish a photo you have taken, contact Sarah Oprean at soprean@stbrendans.net for clarification.** This will help to keep St Brendan the Navigator consistent with our brand, marketing, and photography guidelines, as well as protect the privacy of our parishioners.

THANK YOU.

QUESTIONS? CONTACT:

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