



September 2018

***POLICIES/PROCEDURES
AUTHORIZATION FOR PHOTOS AND VIDEOS
(For all parishes & diocesan related groups)***

BEFORE an event:

- Determine which person (s) is assigned to take photos and/or videos.
- A photo-camera and video-camera can be borrowed from the Archdiocesan Centre, 151, avenue de la Cathédrale, Winnipeg. To reserve the equipment, contact Katelyn Sutton: 204-594-0275 or ksutton@archsaintboniface.ca.
- If you are distributing printed material before or during an event (posters, brochures, registration forms, etc.), please include the following notice in **all** materials.

“During (title of the event), we will be taking photos and/or videos of the event and the participants. These photos and/or videos may be used in a professional manner by the Archdiocese of Saint-Boniface for publicity purposes, such as inclusion on the diocesan website.”

DURING the Event:

- At the beginning of the event, please make a public announcement (disclaimer) to inform the participants that photos and/or videos will be taken during the day. A sample announcement:

*“During (title of the event), there will be photos and/or videos taken of the event and participants. These photos/videos will be used in a professional manner by the Archdiocese of Saint-Boniface for publicity purposes (such as inclusion on the diocesan website). Parents who are present with children under 18 years of age and who **do not want** to have photos of their child used for publicity purposes are requested to sign the: **Form to Withdraw Authorization to Use Photos for Publicity Purposes.**”*

- Should the photographer wish to take close-up photos or videos, please request permission from the person (s) being photographed

AFTER the Event:

- If you will be submitting photos to the diocese for publication on the diocesan website or for other diocesan publicity purposes:
 - From all the photos taken, select a maximum of 40 photos;
 - If attribution is required, (attribution refers to identification of each photo with the photographer's name) provide the photographer's name and how it should appear on the photos;
 - Provide information about the name of the event, date, location;
 - Send your photos in Jpeg format to the Office of Communications with the above information.

- ***Form to Withdraw Authorization to Use Photos for Publicity Purposes:***
 - Submit a **photocopy** of all signed forms to the Office of Communications.

THANK YOU for your collaboration in promoting the pastoral life of your parishes and diocese!



For parents of children under 18 years of age

**Form to Withdraw Authorization
to Use Photos for Publicity Purposes**

I withdraw permission to the **Roman Catholic Corporation of the Archdiocese of Saint-Boniface** to use photos of my child (or children) for publicity purposes, such as inclusion on the website of the Archdiocese of Saint-Boniface.

Family name of the child: _____

First name: _____

Parent/guardian: _____

Signature: _____

Date: _____