



## Personal Contact Information Collection & Media Release Permission Form

*In worshipping and fellowshiping together with you there is need for the \_\_\_\_\_ Presbyterian Church to collect some contact information and permission from you so that we can further the mission and ministry of our Church. The aim of this form is to allow for the \_\_\_\_\_ Presbyterian Church to lawfully collect and use your information as part of this. If you have any queries about this form and the use of your information please speak to a member of Session. Alternatively you are most welcome to contact the Presbyterian Church Privacy Officer – see [www.safechurchpcv.org.au/privacy](http://www.safechurchpcv.org.au/privacy) for details.*

In accordance with the Privacy Policy of the Presbyterian Church of Victoria:

*Personal and sensitive information provided by you and collected by the Presbyterian Church of Victoria will be used in conformity with our Privacy Policy (which can be found at [www.pcvic.org.au](http://www.pcvic.org.au) and [www.safechurchpcv.org.au](http://www.safechurchpcv.org.au) or mailed to you on request). This information is collected for the primary purpose of the \_\_\_\_\_ Presbyterian Church and may be used for any activities conducted or promoted by the \_\_\_\_\_ Presbyterian Church. If you do not want your information to be used by us please do not provide it to us.*

### Church Directory

The \_\_\_\_\_ Presbyterian Church has a directory of current members, adherents and attenders to help us keep in touch with one another. If you would like to be included in the \_\_\_\_\_ Presbyterian Church Directory when we next update please fill in this form and return it to: \_\_\_\_\_ Presbyterian Church. In the meantime we will advise the congregation of any changes to your details via the church newsletter.

The information in the Directory will not be released to any organisations outside of \_\_\_\_\_ Presbyterian Church. No “mass mailing”, by post or electronic mail, will be allowed without the express permission of the Session of the \_\_\_\_\_ Presbyterian Church.

Please sign here to indicate your agreement to include you and/or your family details in the \_\_\_\_\_ Presbyterian Church Directory:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please also be aware that the names of **members** of the \_\_\_\_\_ Presbyterian Church are also recorded on the \_\_\_\_\_ Presbyterian Church Membership Roll, as per the requirements of the Code Book of the Presbyterian Church of Victoria.

If you are not currently a member of the \_\_\_\_\_ Presbyterian Church and are interested in membership please speak to a member of Session.



**Your Contact Details:**

***Personal***

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

***Children (where applicable)***

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Surname** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Address:** \_\_\_\_\_

If you have children under 18 with mobile phones and/or email and you wish to provide these details to the church for the purposes of ministry to children under 18 please record these details below. Please be advised that all contact with children under 18 by leaders and volunteers in \_\_\_\_\_ Presbyterian Church ministry is made only within the provisions of the Safe Church Policy & Code of Conduct. For details see [www.safechurchpcv.org.au](http://www.safechurchpcv.org.au)

Child's Name	Mobile	Email



### Media Release Form

Media images and recordings are vital means of communicating the story of our church. They provide a visual insight into our rich community faith life and add an extra dimension to the information we provide to our members and visitors. They are especially useful for giving enquirers an insight into what to expect if they wish to visit a church service or join us in some other way.

We would like to share media items recorded at our various ministry activities, events and programs in church-produced materials, including, but not limited to, bulletins, posters, brochures, newsletters and other printed materials, and online via our \_\_\_\_\_ Presbyterian Church website/Facebook page/email newsletter.

- No identifying information will accompany photos (including names, addresses, email addresses, or family members' names), except for in the email newsletter which is an internal communication sent to subscribers who are either members or regular attenders.
- Anyone may request a particular media item which prominently features them or their children aged under 18 be removed from use by submitting a request to the church office.
- If you submit images to be used by \_\_\_\_\_ Presbyterian Church you are giving the church the right to use them. These images must not contain any copyrighted material without permission.

I / We, \_\_\_\_\_, grant permission to \_\_\_\_\_ Presbyterian Church, its authorized leaders and other representatives the right to take photographs or video footage of me/us and to use these on the website of \_\_\_\_\_ Presbyterian Church, its Facebook page and for other lawful purposes, including for example, publicity and advertising.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have children under 18 years of age, please also fill in the section below:

I / We **DO** give permission for photographs or video footage to be taken of my/our children that are under 18 years of age and to be used in the ways stated above.

I / We **DO NOT** give permission for photographs or video footage to be taken of my/our children that are under 18 years of age and to be used in the ways stated above.

**Names of children:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_