



PRESBYTERIAN
CHURCH OF
VICTORIA



Privacy and children under 18

- Remember that children's privacy is also necessary in how the Church conducts children's ministries - especially in regards to the use of children's images in photos and videos.
- Obtain permission from the parent or guardian and clearly outline the purpose of using the image of the child, how it is going to be used and for how long.
- Make sure professional photographers engaged to photograph or video children during children's ministries and events are aware that any images taken will remain the property of the Church and cannot be used and sold for other purposes. Communicate this in writing (via email is sufficient) prior to the engagement.
- Do not allow photographers to be unsupervised or with individual access to children.
- Do not allow individuals to take photographs of children on-site at church without their parental consent.
- Do not allow individuals to post photographs of children on-site at church on social media without their parental consent.
- In the case where an individual photographs and/or posts images of children without their parental consent the Session must take steps to respond and instruct any individual undertaking this conduct to cease and desist from doing so immediately. Failure to comply with this reasonable direction of Session will result in further action, including but not limited to, the individual being restricted in their access to **or** being refused entry to, church worship services and activities.
- Be mindful of identifying personal information accompanying photographs, such as the child's name, address or phone number. Group photographs reduce the risk of identifying children.
- Only use images that are relevant to Church activities. Particular care needs to be taken when using images of children for activities that involve minimal clothing (for example, swimming and camp activities).
- Be mindful of listing children's hobbies, likes or dislikes, school, etc. when using the images as these can be used as grooming tools. It is best to avoid all such personal information as much as possible and where it is not relevant.
- Be mindful of privacy settings on websites when producing images online. Most websites are public places that any person can access; however, some websites can be made accessible only registered personnel.
- Provide details for parents or other persons of how to contact the PCV Privacy Officer/SCU if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images of children.