

PHOTO USAGE POLICY

Right of privacy laws give an individual the right to control the use of his or her image by others. The Diocese of Ogdensburg requires that written permission be obtained to use an individual's image in all publications, including Web documents and videos (Photo Release Form). If the subject is a minor, then a parent or legal guardian must sign the minor photo release form.

The official photo release and minor photo release forms must be used. They can be filled out digitally or on paper at <http://www.rcdony.org/photo>. This form must be sent to the IT Coordinator so it can be saved in the correct location.

All filled out forms and pictures will be stored in a central location by the IT Coordinator.

Using a picture that does not have a form filled out for the people in the picture or is not stored in the central location is not permitted.

General Event Photography

Generally, it is not necessary for the media or those beyond the control of the Diocese to obtain a release for any individual or group photographed in a public venue or while attending a public event. Individuals have a very limited scope of privacy rights when they are in public spaces. Persons cannot be photographed without their consent when they are in places where they have a reasonable expectation of privacy (for example, classrooms, dressing rooms, restrooms, medical facilities, and homes).

If, however, an individual is photographed by an employee or representative of the Diocese while in a public space and is recognizable in the photograph, a Photography Release must be obtained. It is important to obtain a Photography Release for any photograph that will be used for any purpose by the Diocese, such as a marketing or advertising initiative.

Third Party Photos, audio, video.

When a photo, audio or video is submitted by a third party for use by the Diocese, the third party must use our photo release and minor photo release forms.

Photo and Video Storage

All photos/videos will be stored in Teams then Staff-Media-Files-Photos. Diocesan employees will be allowed to navigate through the folders to view or use any of the photos/videos. If you find a photo/video you would like to use, please email department head of the folder you are in. The department head should be able to provide the name(s) of the individual(s) in the photo/video.

To save photos/Videos in Teams

Create a folder of the event under the correct office. Next you can drag and drop pictures or videos into teams or click the upload button and browse and select your files.

If you decide to use a photo/video:

If you decide to use a photo/video in any material or online, please list the photo name, what folder the photo is located and where you will be using it under the conversation tab in Microsoft Teams.

Please note: Before using any photos/videos you must verify that a photo/video release form has been completed.

Child and Adult Photo/Video Release Storage:

This file is located in Teams then Staff-Media-Files-Releases-Lookup.xlsx (This file is searchable and can be sorted by any column listed below)

The file will contain the following information of any individuals that have filled out a release form:

- Type of photo/video release form – Child or Adult
- last name
- first name
- Expiration date of the Child release form (Age 18)
- Parental permission to use child's full name and otherwise identify them
- Any office that is using the photo/video
- The photo/video file name
- The event the photo/video will be used for