

Policy # 1

Subject: Publishing, on the Internet, in electronic media and in print, photographs of members and staff persons and identifying the individuals in such photographs

Purpose: To allow publication of photographs in electronic media, on the Internet, and hard copy while protecting the privacy of our members and staff.

Policy: The Temple may publish, in all forms of print, electronic media, and on the Temple's website, photographs of members and/or staff, and identify their names, provided the Temple has permission of the member(s)/staff person(s) in the photograph, and such permission will be presumed unless the member or staff person "opts out."

Procedures

The Temple must get the permission of members and staff persons before publishing, in all forms of print and electronic media, including the Temple's website and bulletin, photographs of members and/or staff persons, and before identifying the names of the individuals in such photographs. Permission for both publication and identification will be presumed unless the member or staff person "opts out" by signing and delivering to the Temple office an opt-out statement. For purposes of this policy, children of members are considered members. Notwithstanding the foregoing,

- No photographs of large groups (more than 10 people in the photograph) will have any identification of the names of the individuals in the photograph other than any professional staff in the photograph.
- No religious school photographs of any kind will have any identification of the names of the individuals in the photograph other than any professional staff or staff members in the photograph.

Opt-out statements will include the above paragraph on procedures as well as "check the box" options as follows (Any religious school registration opt-out statement will include only the first two options):

Even though I will NOT be identified by name, you may NOT publish my photograph in any large group photograph (more than 10 people in the photograph).

Even though I will NOT be identified by name, you may NOT publish my photograph in any individual or small group photograph (10 or fewer people in the photograph)

You MAY publish my photograph in any individual or small group photograph, but you may NOT identify me by name.

To facilitate distribution of the policy and the opt-out statement, an opt-out statement will be:

1. included in the annual Religious School registration materials;
2. included in new member application materials;
3. included in the Bulletin's Bar/Bat Mitzvah information form; and
4. sent by email to members and staff upon adoption of this policy, and from time to time thereafter if required by the Executive Committee.

In each case, the failure to sign and deliver to the Temple office an opt-out statement will be deemed permission to publish and identify in accordance with this policy

Prior to any print or electronic publication of any photograph or the identification of the names of the individuals in such photograph, other than religious school photographs, the executive director shall ensure that such publication and identification complies with this policy. With regard to religious school photographs, the religious school director shall ensure that such publication and identification complies with this policy.

Permission of any member or staff person may be revoked at any time by the signing and delivery to the Temple office of an opt-out statement. Also, even if a member or staff person has previously denied permission, the executive director (or the religious school director for religious school photographs), may contact such member or staff person and obtain written permission for publication and identification for any given photograph.