

# First Christian Church, Decatur, Georgia

## Privacy Policy

Before using a non-staff member's full name on the website, we will get that person's permission. We will never post a person's address, personal phone number, personal e-mail address or other personal information on the website. We will adhere to copyright laws and not post any content on the website that is copyrighted without the express permission of the holder of the copyright.

## Photos

Below is an example of a photo "permission to use" form. We will not require that the photographer release the copyright to us, only allow us to use the photo. We must have a photo "permission to use" form for *all* photos used on the website or in other printed material.

Unless it's a group picture, before posting an adult's picture on the website, we will get written permission from that person, via the Photo Release below. Before posting a picture of a child (anyone less than 21 years old), we will get written permission from the child's parent or guardian via the Child Photo Release below. We will *never* identify a child in a photo with his or her full name, and we will never associate an address or other personal information with the photo. When the photo is of a group and it is not possible to have a release signed by everyone in the photo, we will use the following guidelines:

- If the photo contains anyone (including a child) whose picture we know may *not* be posted on the website, we will *not* post that picture.
- Otherwise, if the photo is not being used for promotion(?), *and* the photo is taken in a public place, *and* the photo is of a news function and *is being used in conjunction with the news event*, then a Photo Release is not required.
- If the photo is from a news function but being used for a different purpose (i.e. the banner on the website), we *must* have a release from every person in the photo.