

The Episcopal Diocese of Oklahoma

Best Practices: Image Release and Photographs



When using photos and videos for ministry purposes, obtain a media release for each person under eighteen (18) years of age and only post images that respect the dignity of every person depicted.

Avoid photos and videos that:

- are indecent, offensive or demeaning to any person;
- harm or injure someone's reputation and/or open them to public ridicule and embarrassment;
- show a child who is clearly upset or distressed.

Images of children that would enable them to be identified - for example, in a school uniform, outside their house, or showing their name - should not be published on the Internet. Establishing protocols for obtaining parental/guardian and child consent is good practice regardless of whether or not images contain identifying information about the child or young person.

There should be no identifying personal information accompanying photographs, such as the child's name, address or telephone number. Group photographs reduce the risk of identifying individual children. Do not display information about children's hobbies, likes or dislikes, school, etc. because these can be used as grooming tools for pedophiles or other persons.

Posting names – Never publish a child's name with any of its publications.

When in doubt, don't.

Be sure to check all releases before posting pictures. Don't just assume everyone has signed off on them. Releases should be renewed once a year.