

## BLC Picture Submission Policy

We encourage the submission of photos of our Church functions by our Church Members and their immediate family members. Kids too! Rules we must observe for the protection of individuals' privacy follow.

- Adult individuals included in any photo must be informed and asked if they have objection to your photo (in which they appear) possibly appearing on the Church Website. You do not need permission in writing. However, if they should object, then delete the photo from your (digital) camera.
- Photos of people in general enjoying activities at Church do not need special permission to be submitted and posted on the website.
- Photos of children, where they are the subject of the photo including all baptism photos, must always have permission from a parent. Consider anyone 16 years or younger a child. You do not need permission in writing. Permission from the child is not acceptable. You must include the fact that you received permission to post to the web, in the body of your email when you submit this type photo to the Church webmaster.
- Photos of children in general or when they appear as part of the crowd do not need this specific permission for publication to our website.
- Our Early Childhood education programs include written permission at enrollment. However, if you are attending their functions and taking photos, please get the director's permission and you will be able to submit the event photos to the webmaster.
- In general, most Church activities are suitable photo opportunities, so adults, teens and children snap away, especially if you are part of the activity! Just know that some people do not like their picture taken or displayed publicly. If you are approached with any objection, please respect their wishes.
- If you should find any photo of yourself or of your family posted and wish to have it removed from our website, please email your concern to the [webmaster@blcenc.org](mailto:webmaster@blcenc.org) and be specific about the photo and your relationship to it. After review, that photo will be removed.
- All photos submitted to the BLC webmaster become the property of BLC and will not be returned. The webmaster reserves the right to modify, alter, rename and resize all photos submitted. The webmaster will determine if the photo is suitable for use on the website and a response email will be sent to you after review. The webmaster may use other Church personnel for review should it be deemed necessary. Recourse against BLC or its webmaster for any photo posted in good faith is limited to the removal of that photo from

our website after review of your written (emailed) request stating your objection and relationship to the photo and subject.

- Photo size and quality should be kept at or below 3.5 mega-pixels in JPEG format only. Photo size should be 800 x 600 pixels or the webmaster can reduce the size if you will please make sure there are no “spaces” in the photo file names.

- Photo filenames should reflect subject matter when possible, i.e.

Festival2008\_3486.jpg with no “spaces” in the file name. The info you provide in your email will help determine where the photo is displayed or if an “album” should be created for the event. If an “Album” is to be created for your 5, 10 or 20 photo event, then the file name/number automatically provided by your camera is fine.

January 2010