

## Media Policy and Opt-Out Form

### Purpose

The ability to include the images or names of our church family in publications such as our website, in slide shows or videos during worship and other church events can be a great way to motivate and encourage individuals to become more involved. It is also an excellent outreach tool for guests who may be curious about what our events and activities are like.

Westwood Baptist Church realizes the importance of maintaining the privacy of the individual(s) pictured or mentioned in these media. To this end, Westwood Baptist Church has adopted the following policy governing the display and publication of photographs, videos and names.

Unless an individual or family member specifically directs Westwood Baptist Church not to use photos, videos or names containing the individual, they will be made available for use in church communications. The Media Policy Opt-Out Form will be used to direct the church not to use such.

### Guidelines

Westwood Baptist Church will use the following guidelines when posting any pictures or video in any publication available to the public.

1. The name(s) of any pictured individual(s) will never be published alongside a photograph. The only exception is all paid staff members.
2. Any images displayed of a Westwood outreach function will only display Westwood participants.
3. The only personal written information that shall be displayed about a Westwood member should be the following: First Name, Last Name and birthday (Month and Day only).

### **MEDIA POLICY OPT-OUT FORM**

#### **[FORM 11-1.1]**

Westwood Baptist Church requires a signed Media Policy Opt-Out Form from the individual whom specifically does not want their image or name used on any church publication. I understand that with the completion of this form, the image or name of the individual listed on this form will not be used in any church publications.

**LEGAL SIGNATURE:** \_\_\_\_\_

**PRINTED FULL LEGAL NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE:** If I am signing this agreement on behalf of a minor child(ren), I hereby warrant that I am the legal parent or guardian of the child(ren) and that I have the legal authority to sign this agreement on behalf of the child(ren).