

UNITARIAN UNIVERSALIST CONGREGATION OF SALEM

Media Privacy Policy

Status	Board/Committee	Status Date
Submitted to Board	Communications Team	1/20/19
Approved		3/14/19
Amended		1/20/19
Last reviewed		1/20/19

1. Contact information for UUCS staff and departments should use uusalem based aliases, for example, webteam@uusalem.org .
2. Out of respect for the privacy of members and visitors, no contact information will be placed on public media without permission.
3. Newsletters and weekly mailings are posted online, so articles submitted for publication that include the author's contact information imply permission to publish that contact information.
4. Photos of adult members of the congregation may be used in media. If someone communicates to editors@uusalem.org that they wish to have a photo of themselves removed, the photo will be removed. Videos follow the same policy as photos.
5. Recognizable photos of minor children will not be displayed without parental or guardian written permission. If permission is given, UUCS may display unidentified photos of children. If permission is denied, photos will not be displayed. Videos follow the same policy as photos.