



**HONPA HONGWANJI
HAWAII BETSUIN**

Photography Policy v2.0

Purpose: The purpose of this policy is to define the use of photographs and other recorded media at HHHB.

Summary: HHHB often takes photos or videos at temple events and activities and uses them in print and electronic communications. For general group or crowd shots, special permission from individuals is not required. For photos of small groups of adults or individual adults, the photographer asks for consent as a courtesy. Such consent is required if identifying information is included. For photos of individual children under 18, consent from a parent is required whether identifying information is included or not.

Background: HHHB is committed to sharing Buddhist teachings in an open but responsible way. Through various forms of media, HHHB may present images or other recordings of worship and sangha life to the rest of the world, primarily on our website, but also in brochures, informational displays, special video projects, and so on. However, to address concerns and sensitivities that individuals may have, we provide the following statement of policy that will govern photography and videography at HHHB.

General group or crowd photographs: HHHB reserves the right to take photographs or video recordings at worship services and other public temple-related activities and to use these photos or recordings for fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, the temple website, and online photo galleries.

Seeking specific consent from those photographed is not required except in cases described later in this document.

- In addition to any public event or gathering taking place on temple property, temple-related activities also include gatherings at other locations such as parks, sporting events, mission sites, etc.
- Any individual who objects to potentially being photographed as part of a HHHB activity should notify the photographer, an usher, or an event coordinator at the event as soon as possible.
- Any individual who sees himself/herself or his/her minor child in a photo online and would like it removed may follow the photo removal procedure given below.

Adult individual or small group photographs: As a courtesy, when adult individuals or a small group of individuals are photographed, whether posed or candid, they will be asked to confirm their consent to publish the photo(s).

To publish photos that contain identifying information (e.g., name tags in close-ups) or to include identifying information in photo captions, obtaining advance verbal or written consent shall be considered a requirement.

Photographing minors: Children under the age of 18 may be included in a general group or crowd photo as outlined above. For photos of individual children, or photos that contain information identifying the children, the consent of at least one parent is required to publish the photo.

In general, photos containing identifying information of children under 18 will not be published in media accessible to the general public. Public media includes, for example, outdoor display boards, the website, and electronic copies of the newsletter posted to the website. The printed newsletter mailed to members is not considered public media.

- All registration forms for events, activities or programs, such as youth group, choir, Bondancercise, etc., will contain a reference to this policy and a clear method to allow the signing parent or guardian to "opt-out" the child from inclusion in any photographs or video recordings. Note that opting-out via an activity sign-up form will apply only to that activity, not as a "blanket" request (see "Opting-out," below). Not opting out will constitute permission to publish photos in accordance with this policy.
- Any event-related photos including minors must have already occurred. For example, a photo of a prior-year camping trip could be posted or published, while a photo of youth who are signed up for a future camping trip could not.
- **Opting-out:** Parents/guardians who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, should send a written note or email to the temple office, and HHHB will make every effort to exclude the indicated minor from any individual or small group photography. Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display.

Requesting removal of a photograph or video: Any individual who appears in a photo/video (or whose minor children appear in a photo/video) that has been posted online may request that it be removed for any reason, even if prior permission had been granted, by sending a written note or email to the temple office. Please indicate the person or persons involved and the photo or video in question, and it will either be promptly removed from the website or other display or modified to exclude the individual. Please note that HHHB cannot control images posted to places that are not under the control of HHHB staff.

General consent: Unless an individual has objected or "opted out" as described above, participation in or attendance at programs or events sponsored by HHHB constitutes the voluntary consent of the participant or attendee to: (a) be photographed, filmed or videotaped by a HHHB representative and (b) the reproduction and use of all such photographs, digital images, films and likenesses for publicity purposes in publications, brochures, advertisements,

promotional and marketing materials and all other media venues including the World Wide Web, all without further notice or compensation to participant or attendee who hereby releases to HHHB all proprietary rights and copyrights in all such photographs, digital images, films and likenesses (including negatives, positives and prints) which shall be and remain the property of HHHB.

Change notice: HHHB may change the content of this policy without notice, and it is recommended that individuals who attend HHHB events review this and other temple policies periodically. Current copies of this policy may be obtained at the temple office or online at <http://www.hawaiibetsuin.org/policies>.

Revision history

- First draft: September 27, 2013
- Revised: November 12, 2013; February 28, 2014 (clarifying definition of public media)
- Legal review edits/additions: April 24, 2014 (incremented version number to 2.0)

Appendices

- See "Registration Form Photo Release Disclaimer" on next page

Appendix

Registration Form Photo Release Disclaimer

(for inclusion on registration material or as a notice on tables at events)

Consent to Use Photographic Images

Photos and/or video recordings may be made at Honpa Hongwanji Hawaii Betsuin (HHHB) programs, events, and activities for use in the temple's print and electronic communications. By attending or participating in HHHB events, HHHB assumes you consent to this use of your image, likeness, and/or voice in all forms and media without any restrictions or conditions unless you notify the photographer or an event organizer that you would prefer not to be photographed/recorded.