

# Mililani Hongwanji Mission (MHM) Photography Policy

Version 1

**Background:** Through the vision of Mililani Hongwanji Mission (Henceforth MHM), it is committed to reaching out to its members and the community in sharing Buddhist Teachings in an open but responsible way. Through various forms of media, MHM may present images or other recordings of its religious services and Sangha life to the rest of the world, which includes, but not limited to the MHM website, brochures, informational displays, special video projects, etc. However, we are also very aware of the safety and sensitivities of those involved, and thereby provide the following statement of policy that will govern photography and videography at MHM.

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

**Summary:** MHM often takes photos or videos at temple events and activities and uses them in print and electronic communications. For general group or crowd shots, we don't seek special permission. 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.

**General group or crowd photographs:** MHM reserves the right to take photographs or video recordings at religious 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 MHM website, and online photo galleries. Seeking 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, other temple sites, etc.
- Any individual who objects to potentially being photographed as part of a MHM 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 Jr. YBA, Dharma School, MHM BWA, 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 MHM 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.

**Change notice:** MHM may change the content of this policy without notice, and it is recommended to review this and other temple policies periodically. Current copies of this policy may be obtained at the temple office.

## 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 Mililani Hongwanji Mission (MHM) programs, events, and activities for use in the temple's print and electronic communications. MHM assumes you consent to this use of your image and/or voice unless you notify the photographer or an event organizer that you would prefer not to be photographed/recorded.