

St. Stephen's Presbyterian Church Ottawa Web Policy

Introduction

St. Stephen's Presbyterian Church Ottawa, Ontario, ("St. Stephen's") maintains a website to provide church members and the general public with a convenient source of information about the ministries of St. Stephen's. Information posted to the website can come from a variety of sources within the congregation, but principally the information comes from within the ministries themselves, either by action of the associated church staff or by ministry members directly.

Definitions:

Staff: Any person or persons who receive remuneration or pay from St. Stephen's

Volunteers: Any person holding a ministry position or assisting with a church program or church sponsored activity and not receiving remuneration from the church.

Youth: Any person or persons under 18 years of age.

Goal of the Policy:

Since the website is publicly accessible, this policy seeks to guide two groups:

- 1) those who are preparing information to be posted to the website, and
- 2) those staff, members, guests, friends and visitors who attend worship services, special events, tours, concerts, Sunday school classes, fellowship meetings, ministry meetings or other gatherings taking place in the life of this congregation.

For both groups, this policy is to provide guidance about what information is appropriate for posting to the site and to set the expectation about what information is likely to be posted. Special care has been given to create a balance between the utility of the website and the privacy of individuals.

Administration of the Policy:

Every individual or ministry who posts to the site is responsible for the content they post. To assist in the administration of the site either an elder, administrator or web coordinator will make periodic reviews of the contents of the website to ensure that this

policy is being followed. All elders, ministries, volunteers and staff will be given copies of this policy and will be expected to familiarize themselves with the policy's objectives and provisions.

THE POLICY

St. Stephen's does not guarantee the confidentiality of information that is placed on the website but will make reasonable efforts to restrict its use to St. Stephen's related activities and staff.

St. Stephen's will not sell, trade or release any personal information that an individual provides to us, with the exception of situations where St. Stephen's is required to comply with governmental, court, and law enforcement requests.

The following information can be posted without prior written permission of the person depicted or described:

1. Names, office phone numbers, extensions and St. Stephen's e-mail addresses of staff persons (i.e. janedoe@ststephensottawa.ca).
2. Photographs of staff members leading or attending a St. Stephen's event.
3. Narrative descriptions of events which contain the names of staff persons.
4. Staff biographical information.
5. First and/or last names of adult members when those members are designated as a contact person for a St. Stephen's event or activity.
6. Photographs of adults attending a St. Stephen's sponsored event or activity, with accompanying first name identification unless the adult refuses permission to have their photo taken.
7. Photographs and full names of current staff members.
8. Calendar dates and physical locations of Presbytery, Synod and General Assembly meetings, and the names of St. Stephen's representatives and staff who will be attending.
9. Descriptive announcements of scheduled events which contain the names of persons in a leadership role. For example, a visiting speaker, clinician, musician, author or local dignitary.

The following information must not be posted without prior written permission of the person described or depicted. This permission must be provided using the *St. Stephen's Presbyterian Ottawa Privacy Release Form*. If the person is a minor, written permission must be received from the parent or legal guardian and placed on file in the church Business Office.

1. Personal e-mail addresses of St. Stephen's staff persons, members, visitors, friends or anyone unrelated to the congregation.
2. Personal home or mobile phone numbers of St. Stephen's staff persons, members, visitors, friends or anyone unrelated to the congregation.
3. Narrative descriptions of events which include the last names of persons.
4. Photographs of adults with accompanying last names.

Whenever photographs of minors attending St. Stephen's Presbyterian Ottawa events are published on the website, the following criteria must be observed:

1. No identifying captions will be used with any picture. In other words, no youth's name will be published with his or her picture.
2. Written consent of a parent/guardian will be on file for all minors shown in pictures. Consent is to be provided using the ***St. Stephen's Presbyterian Ottawa Privacy Release Form*** and kept on file in the church Office.

Information concerning any individual's birthday, age, wedding anniversary, illness, death, marriage, prayer requests or praises are not appropriate for posting.

Any person discovering that information about themselves or family members has been posted on the St. Stephen's website that they do not wish to remain there should contact the St. Stephen's business office by phone (613-728-0558) or e-mail (office@ststephensottawa.ca).

The Session Elders will review this policy annually or more frequently as necessary.