

Policy and guidelines for placing information on the Church website

Kirkby Lonsdale Methodist Church (www.klmethodistchurch.org)

Review Date: January 2010

1. Data protection and safeguarding

We will comply fully with the Methodist Church policy on *Safeguarding and the Internet* and on the *Use of photographs on websites* as found at www.methodist.org.uk

In particular, we commit to the following:

- The parent/guardian of any U18 featured in a photo must have given their written permission for the photo to be used before it is placed on the website
- No U18 in a photo will be named in a caption and no email addresses, postal addresses or telephone numbers will be used
- No locations will be given in a caption which could help someone find a child
- Over 18s must give their permission in writing before a photograph of them can be used on the website
- Email addresses, postal addresses and telephone numbers for over 18s will be only be used where the individual has provided written approval for this

2. Maintenance of the KLMC website

The Webmaster (WM) of the site is currently Peter Gregson and is responsible for the technical aspects of the site and for monitoring the content of the site. His deputy is Peter Deaville.

All requests for the inclusion of material or photographs will be directed to the WM. Before uploading any such material and photographs onto the website the WM will satisfy himself that written permission has been given as above. If there is no permission, there will be no publication. There will be no exceptions.

The WM will use his reasonable common sense when considering requests for inclusion for publication of an article, photograph, news of future events, links to external websites etc.

His general principle when considering requests is that if there is any doubt at all in his mind on grounds of taste, confidentiality, appropriateness, or for any

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reason, he will not publish onto the site without having taken further advice from the Minister and/or the Senior Steward and/or the Church Stewards.

Any questions, concerns or queries about the content of the KLMC website should be directed in the first instance to the WM.

This policy will be reviewed annually by the Stewards of KLMC, or more frequently if an issue arises which requires amendment of the policy.

This policy will be available for general viewing on the KLMC website.