

To: Parish and School Administration, Youth Ministry Leaders, and Faith Formation Leaders

Re: Updated Release and Authorization Form for Image and Original Works of Minor

Attached is the **AUTHORIZATION, CONSENT AND RELEASE FOR USE OF VISUAL LIKENESSES AND ORIGINAL WORKS OF MINORS** authorization form. This form allows the parent or guardian to identify if images of their child and their child's original works may be used for purposes of print, online, social media communication and promotion. This form will require the editing for your parish as well as review to ensure compliance with the parental permissions provided, applicable parish and archdiocesan policies.

Additionally, if you are also communicating electronically or digitally with a minor (Zoom, Webex, GroupMe, Flock Note, email, etc.) you will also need to obtain a signed **DISCLOSURE, AUTHORIZATION AND CONSENT FOR SOCIAL MEDIA OR OTHER ELECTRONIC COMMUNICATION INVOLVING MINORS** authorization form.

Policy Review

Please review your applicable parish policies. The applicable archdiocesan policies include, but are not limited to:

- 1) Archdiocese of Saint Paul and Minneapolis Code of Conduct for Church Personnel (Policy 105);
 - **This policy is applicable to all parish, school and archdiocesan employees.**
 - Please review the policy in its entirety at: <https://safe-environment.archspm.org/policies/> (Select Policy 105)
- 2) Archdiocese of Saint Paul and Minneapolis Code of Conduct for Adult Volunteers Who Interact with Children, Other Youth or Vulnerable Adults (Policy 106)
 - **This policy is applicable to all parish, school and archdiocesan volunteers.**
 - Please review the policy in its entirety at: <https://safe-environment.archspm.org/policies/> (Select Policy 106)
- 3) The Archdiocese of Saint Paul and Minneapolis Records Retention Policy (204)
 - **This policy is applicable to all parish, school and archdiocesan employees.**
 - Please review the policy in its entirety at: <https://safe-environment.archspm.org/policies/> (Select Policy 204)
- 4) The Archdiocese of Saint Paul and Minneapolis Acceptable Use and Responsibility Policy for Electronic Communications (Policy 201).
 - **This policy is applicable if the employee is an Archdiocesan employee, the equipment used is Archdiocesan or the event/activity is an Archdiocesan event/activity.**
 - Please review the policy in its entirety at: <https://safe-environment.archspm.org/policies/>
 - In particular, please see Sections 3(a) – 3(d) Guidelines for Acceptable Use of Technology, and Section 4 Prohibited Practices/Unacceptable Use.

Editing Directions

- 1) Edit the form by inserting the parish name where directed in "red" and provide to parents.
*Note: Electronic signatures are allowed, valid and legally binding if they adhere to certain standards. For an e-signature to be legitimate, it must possess the following attributes:
 - a. The signer must be aware of their actions and intent to sign.
 - b. The signer must have given consent indicating they agreed to allow the transaction to take place electronically.
 - c. The electronic software that captured the signature must keep a record of the process used to obtain the signature.
 - d. The documents that were signed electronically must be retainable for recordkeeping purposes and reproducible so all parties have a copy.
- 2) Review the signed form and confirm whether or **NOT** the parent has authorized the use their child's name. The parent will need to initial next to the YES or NO box. If the parent has indicated NO, the minor's name **cannot** be used. If the parent consents to the use of their child's name, it is recommended that only the **FIRST** name of the child be used. Further, if the parent or guardian has edited the form, determine whether those edits are acceptable and if so, that compliance with the edits is adhered to.
- 3) Obtain new authorizations annually.
- 4) Retain copies of the authorization. This can be done electronically and then saved to a backup hard drive or cloud.

**AUTHORIZATION, CONSENT AND RELEASE FOR USE OF
VISUAL LIKENESSES AND ORIGINAL WORKS OF MINORS**

This form allows you, the parent or guardian, to identify if images of your child and their original works may be used for purposes of print, online, social media communication and promotion.

I am the parent or legal guardian of _____ (full name of minor) ("My Child").

I grant the following rights to (insert name of parish/school) and the Archdiocese of Saint Paul and Minneapolis:

1. The right to use all photographs, pictures, portraits, vocal sounds, appearances/likenesses, video and performances (hereinafter collectively known as "image") of My Child in the possession of (insert name of parish/school or Archdiocese);
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio, television, and other social and digital media), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of My Child individually or in conjunction with other images or printed matter on (insert name of parish/school or Archdiocese) and the Archdiocese of Saint Paul and Minneapolis's Internet websites. **No home address or phone number will be published;**
4. The right to record, reproduce, amplify, edit, and simulate My Child's image and all sound effects produced;
5. The right to copyright, in the name of (insert name of parish/school) and the Archdiocese of Saint Paul and Minneapolis, works that contain the image of My Child;
6. The right to use and publish for general communications, advertising, commercial or publicity purposes, or for any other lawful purpose whatsoever My Child's original work; and
7. The right to assign the above-mentioned rights to third parties without notice to me.

I understand that the video files, still photos, or other media incorporating the image of My Child will become the property of (insert name of parish/school/archdiocese). I hereby waive the right to inspect or approve the image or any finished materials that incorporate the image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of My Child's image or My Child's original work.

I hereby release, discharge, and agree to indemnify and hold harmless (insert name of parish/school), the Archdiocese of Saint Paul and Minneapolis, and their agents, employees and assigns from any and all claims, demands, right, and causes of action of whatever kind that I or My Child have or may have or may arise by reason of this authorization and from the use of My Child's image and original work, including but not limited to, all claims for libel and invasion of privacy.

This consent regarding My Child's likeness and original work is valid until such time as I choose to rescind this authorization and consent. If I choose to rescind this authorization and consent, I agree that I will inform (insert name of parish/school/archdiocese) in writing and that my rescission will not take effect until it is received by (insert name of parish/school/archdiocese). I understand and acknowledge that it may not be possible to recall any work or photos that have been published prior to receipt of my written rescission.

I hereby authorize and consent that (insert name of parish/school) and the Archdiocese of Saint Paul and Minneapolis have the right to use My Child's name in connection with their educational, promotional, fund-raising activities, or for any other legitimate purpose.

Please initial: _____ Yes _____ No

I have read the above Disclosures, Authorizations, and Releases, have had the opportunity to consider their terms, and understand them. I execute this document voluntarily and with full knowledge of its significance.

Parent/Guardian Name (please print): _____

Address: _____

Phone number: _____

Signature of Parent/Guardian: _____ Date: _____