

## Photo and Video Policy

Dharma Rain Zen Center staff members often take photographs, especially during special events and ceremonies. These photos may show up on websites, on Facebook, and/or in printed promotional materials. They help to enliven and enrich otherwise grey, text-heavy publications by putting faces and color on what we're doing.

There are admittedly trade-offs with taking photographs during an event, especially a ceremony, in which it can be disruptive to the experience of the ceremony by undermining its dignity and solemnity and dissipating the focus. On the other hand, having photographs from the event or ceremony serves many useful purposes in providing materials for public relations, sangha archives, and training roles. These interests need to be balanced carefully.

There are some ceremonies where we would not allow any photographs, such as Shosan or funerals. Some ceremonies may have photography banned on a case-by-case basis depending on the wishes of those involved in the ceremony (Hossen or ordinations). Those taking photographs need to be respectful of the ceremony and use discretion and sensitivity about when photos are taken, the use of flash, and movement in the zendo. Some ceremonies (Wesak, DharmaGarden skits, Jukai, Dharma Camp) are highly celebratory, and invite photographs by many people.

We wish to be sensitive to any concern members and/or visitors may have about our using their images. However, it is not practical to have each person present at any given event sign an authorization statement for us to use their photographs.

We will inform members and other participants that photographs may be taken at DRZC functions, and we will give them an opportunity to notify us if they object to their images being used in the above-mentioned ways. We will do this by posting an announcement in the following ways:

- A printed copy of this policy in the Zendo on a bulletin board
- A notice in the weekly e-bulletin, especially before events that may be photographed
- Verbally at events where we are taking photographs

As an individual notifies us of an objection, we will add that person's name to a list in the office. This will especially include DharmaGarden children whose parents object to their photos being published. We anticipate that this number will be small and that the staff can keep track of these names easily. The staff knows when and how we use such photos, and will monitor for anyone who has objections. If the number of people objecting grows much higher than 10, we will need to look at another system for monitoring this.

When we publish promotional materials that may go out to a large number of people, we will take special care to get explicit permission from each person in a photograph, whether named or not (including whether it is okay to use a person's name).

We hereby formalize a long-standing policy of not publishing names of prison inmates, either as authors of articles or in photographs, and also of not publishing names of children in photographs, except in rare instances with the express approval of their parent(s) (and the children, if old enough to object).

**Announcement:** *We will likely be taking photographs at this event. If you object to having your photograph taken or to the possibility that it may be published on the website, social media (such as Facebook) or in printed promotional materials, please notify us by talking to a staff member or contacting the Center.*