

The Leamington Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Consent: Photo & Publication	SECTION: C POLICY: 7
DATE: May, 2017	Signature: _____ ADMINISTRATOR	

Photo & Publication Consent

OBJECTIVE:

The Resident Consent Use Consent Form was designed to protect the privacy of our residents and employees.

POLICY:

Residents have the right to choose whether a photograph and/or video and/or audio recording of themselves may be utilized by the Leamington Mennonite Home.

Employees and volunteers have the right to choose whether a photograph and/or video and/or audio recording of themselves may be utilized by the Leamington Mennonite Home.

It is the responsibility of the Leamington Mennonite Home, and its staff, to collect the consents and follow the individual's requests.

PURPOSE:

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act-Ontario (1990), the Resident Photo Use Consent Form protects the resident, as well as, the Leamington Mennonite Home when information including images and recordings are collected.

Photographs, videos, and/or audio recordings may be collected at social events around the Home in which residents, employees, or volunteers might be present in. It will be at the discretion of the administrative staff who are managing the publications of the Home, as well as, the website of the Home to ensure consent has been received prior to use of the images, videos, or audio recordings.

PROCEDURE:

Upon admission of a resident, or hiring/training of an employee or volunteer, a Resident Photo Use Consent Form must be completed. At this time, the individual will have the opportunity to make a documented decision about the use of images, videos, or audio recordings of themselves. Once the form is signed and dated, the form will be filed electronically, the original will be filed manually, and resident correspondence will be charted in the database by administrative staff for use in the future.

When a publication or website is updated/designed, the database will be consulted and the choice of photograph, video, or audio recording, will be the reflection of consents collected.

LEAMINGTON MENNONITE HOME
Photo Use Consent Form



If you approve of The Leamington Mennonite Home using a picture in which you appear, we ask that you please sign below.

I **UNDERSTAND** that photographs and/or video and/or audio recordings of me may be circulated and that, if posted on the website and published in either the HomeFront Chatter or the Resident Newsletter, they will be available to the public.

I further understand that the Leamington Mennonite Home has no control over, and is not responsible for, the use or misuse of materials on its website and/or publications (HomeFront Chatter and Resident Newsletter), including my photograph and/or video and/or audio recordings of me.

I **ALLOW** the Leamington Mennonite Home or its representatives to use, reproduce, publish, transmit, broadcast and display any photograph and/or video and/or audio recording that contain my image and/or voice along with my name in any Mennonite Home publication, multimedia production, video, CD-ROM, DVD, display, advertisement and/or on the Leamington Mennonite Home's website without further notice or my approval of finished photographs and/or video and/or audio recordings.

First & Last Name (Print)

Date

Signature

If you do not approve of the use of your photo, please sign below.

I **UNDERSTAND** that the Leamington Mennonite Home photographs or captures video at special events and functions throughout the year. However, if I am in a photograph or video, I ask that it **NOT** be used on any website or in any publication.

First & Last Name (Print)

Date

Signature