

## Diocese of Superior Guidelines for Image and Recording Release Form

It is the practice of the Diocese of Superior to protect all children at all times including the public use of their images. This is done not only to protect privacy but to provide a safe and secure environment in which the children may grow, learn, and worship.

***Therefore:***

- Parental or legal guardian permission must be obtained for any youth image and recording that is used.
- Release forms must be completed annually, preferably at the time of registration.
- Only one release form per family is needed.
- Signed release forms must be kept on file at the parish or school for at least seven years.

Those who are responsible for web sites and other web-based marketing and/or development campaigns, are strongly urged to become familiar with the **Children's Online Privacy Protection Act (COPPA)**. Refer to <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html> for further information.

Diocese of Superior  
**Youth Image and Recording Release Form**

The Diocese of Superior and its affiliated parishes and schools may wish to use an image and/or recording of your child in print and electronic publicity and virtual education. It is the practice of the Diocese of Superior to protect all children at all times including the public use of their image and/or recording. This document has been developed to inform parents and guardians of their right to grant or refuse permission for their child's image and/or likeness to be used in Diocesan and affiliated parish and school media, promotional materials, and virtual education.

Permission to use any video recording, photograph, slide, audio recording, or any other visual or audio reproduction in which your child may appear may include promotional and educational activities such as, but not limited to, websites, social media sites, newsprint, flyers or brochures, virtual classroom. We reserve the right to determine which image and/or recording is used and how long it will remain on the site or is used in media materials.

Diocesan Department, Parish or School Initiating this form: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

*Parents and Guardians:*  
*Please carefully read the statements below. Indicate your permission or refusal of permission by signing and dating the appropriate statement.*

**YES**, I give permission to the Diocese of Superior and affiliated parishes and schools to use my child's image and/or recording for above-said use.

Child's name \_\_\_\_\_  
Child's name \_\_\_\_\_  
Child's name \_\_\_\_\_

I understand that both print and electronic media have a large audience and that my child(ren)'s photographic image and/or recording may have wide distribution.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**NO**, I do not give permission to the Diocese of Superior and affiliated parishes to use my child's image and/or recording for above-said use.

Child's name \_\_\_\_\_  
Child's name \_\_\_\_\_  
Child's name \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS ENTIRE FORM TO THE CONTACT PERSON LISTED ABOVE.**