



400.15

POLICY

GUIDELINE

ADMINISTRATION

PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORMS

Information regarding minors not considered personally identifiable information will be released in various formats, including websites, unless a parent/guardian notifies the parish/school that such information is not to be released regarding his/her child. Information not considered personally identifiable includes names of minors, grade level, activities, sports, awards, and date of graduation.

Personally identifiable information for a minor may only be published or shared with the written consent of a parent/guardian. Record of consent must be retained on file for seven (7) years or until the consent is revoked by the parent or guardian. Personally identifiable information includes photographs, digital images, or recordings with and without names, addresses, email addresses, phone numbers, social media accounts, and personal characteristics (height, weight, etc.).

FOR RELEASE OF PHOTOGRAPHS, DIGITAL IMAGES, AND RECORDINGS

No photographs, digital images, or recordings of minors participating in youth events may be published or shared publicly without written and signed consent of a parent or guardian. There is a release for this personal identifiable information within the parental permission and consent form (400.33), but if a form is not on file for the minor, then written consent must be obtained from the parents or guardians using the following form (also accessible for print in Section 6 of the Parish Resource Manual for Youth Ministry):

“PARENT(S)/Guardian(s) CONSENT FOR RELEASE OF PHOTOGRAPHS, DIGITAL IMAGES, AND RECORDINGS

The undersigned hereby consents to the release of photographs, digital images or recordings, and name of the Participant to be used by the Diocese of Columbus and _____ (Parish Name) for future promotional programs of the Diocese of Columbus and the Parish. If you have any questions or concerns, please contact _____ (Parish point of contact) at _____ (phone number).

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____”



400.15 (Cont'd)

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FOR ALL OTHER PERSONALLY IDENTIFIABLE INFORMATION

No personally identifiable information of minors participating in youth events may be published or shared without written and signed consent of a parent or guardian. To obtain consent for any personally identifiable information beyond name, photograph, digital images, or recordings, the following form must be used (also accessible for print in Section 6 of the Parish Resource Manual for Youth Ministry):

“PARENT(S)/Guardian(s) CONSENT FOR RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

The undersigned parent(s)/guardian(s) of _____, a minor at
(Minor’s Name)
_____ hereby consent to the release of the following
(Name of School)
personally identifiable information.

Specific information to be released:

Reason for release:

Information to be released via:

The undersigned consent to the transfer of the above information to a third or subsequent party.

(Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)”