

# Guidelines and consent documents for video and photo posting

March 27, 2019 Revised

## 1. Purpose

The purpose of this guideline is to post videos and photos recorded by the organizers at contests, workshops and educational events held at District 76 (hereinafter referred to as 'D 76').

- 1) For helping members more learning from events.
- 2) To protect and respect the privacy of members who are the subject of videos and photos, and to facilitate cooperation.

## 2. Scope

Applies to speech contests, workshops and other educational events and publicity activities held at D76's responsibility.

Among the activities under the responsibility of D76 are events sponsored by areas or divisions.

## 3. The person in charge of videos and photos

1. Responsibilities for videos and photos shall be with the organizer.
2. The organizer.
  - 1) Contest Organizer: Contest Chair
  - 2) District Annual Conference : Conference Chair
  - 3) If it is the event, the organizer responsible for the event.
3. The organizer shall keep the written consent for 12 months of the open period, notify the subject of the end of open after the end of the period, and hand over the video, photos and written consent to the D76 executive office.
4. Responsibility for managing videos and photos after the release period (12 months) shall be at the D76 Executive office.

## 4. Video and photo editing

The person appointed by the organizer edits the video and photos.

## 5. Posting

The organizer will give the following contents when obtaining the approval of the subject.

<b>Purpose</b>	#1. To be a learning material for D76 Toastmasters members. #2. For creation of material to publicize the Toastmasters.
<b>Posted period</b>	For the purpose#1, within 12 months from the posted date. A posted period will be set separately for the Purpose #2.
<b>Disclosure range</b>	The disclosure range of the purpose #1 is limited to within D76.
<b>Posting method</b>	The organizer decides.
<b>Con</b>	When disclosing video and photos to D76 members, be sure to convey the following a to c wordings. a. Do not share, publish, distribute, or transfer links to third parties other than D76, recorded images, or audio. b. Do not post on social media such as personal Facebook, website etc.. Do not download without permission.
<b>Consent</b>	The disclosure must be confirmed by a written consent.

## 6. Consent from the subject

The organizer must always obtain the consent of the subject.

- a. The organizer shall obtain approval of the video and photos to be disclosed in writing (consent form) to those who may be targeted in advance (eg, a contestant, a presenter, an interviewer, etc.).

b. If we do not know in advance who will ask questions and answers at an educational event, or if circumstances arise that you can not obtain the consent in advance, either obtain the consent before the posting or delete it before publishing if you can not obtain it.

c. In order to perform recording work without accidental operation, event recording may be stopped midway, not started, and all members may be recorded. However, the organizer is responsible for deleting the records of those who did not sign to the consent at the editing stage.

We will consider the privacy of the members who will be the subject in accordance with the above guidelines, but in the event of an unexpected situation, both sides will cooperate and respond promptly with good faith as appropriate.

# Written consent for video and photo posting

I have read and understood the Guidelines and consent documents for video and photo posting.

About the posted of videos and photos of \_\_\_\_\_

1) I accept purpose both 1 and 2.

2) I only accept purpose 1 (purpose of learning to members / private release / 12 months posted period).

3) I only accept purpose 2 (purpose for public relations / public release / posted period is below).

4) Neither objective 1 nor 2 are accepted.

**Purpose 2 (for PR) posted period** \_\_\_\_\_

Name	
Club	
Email	
Date	
Signature	

## Written consent for reuse of video and photos

I have read and understood the Guidelines and consent documents for video and photo posting  
Also, I was explained the following explanation from the organizer.

1. Planners who reuse recordings :
2. Target event and date :
3. Purpose :
4. Posted Method :
5. Posted Range :
6. Posted Period :
7. Action after the Posted Period :

About the reuse of videos and photos of \_\_\_\_\_

**Posted Period :** (                      ~                      )

- 1) I accept
- 2) I do not accept

Name	
Club	
Email	
Date	
Signature	