

6 May 2015

ANGLICAN CHURCH OF LUXEMBOURG COMMUNICATIONS TO THE PUBLIC

All communication in the name of the Anglican Church of Luxembourg should:-

- 1) consciously reflect the tone, attitudes and values of our Church, which are open and inclusive;
- 2) be clear, appropriate and correct;
- 3) where possible, include the Church logo;
- 4) not contain commercial advertising of goods or services;
- 5) have the agreement of the Communications Committee as to the most suitable means of communication;
- 6) comply with local data protection law and the laws on photographs and privacy protection.
- 7) In the event of doubt as to whether a proposed communication complies with the above policy, the Chaplain's decision is final.

PROCEDURE

In general, communications addressed to the public on behalf of the Anglican Church of Luxembourg must reflect our values and ethos, be clear, and be coordinated with other messages that the Church may be sending.

Therefore, the procedure for publishing on behalf of the Church in public media including Facebook, press, internet, etc. is as follows:

1) All media other than Facebook:

Send the draft message to:

- 1) our Parish Coordinator, Lynn Barclay, email lynn.barclay@anglican.lu and copy:
- 2) the Anglican Office, email office@anglican.lu for approval by the Communications Committee;

2) Facebook:

Send the message to the "Anglican Church of Luxembourg" page on Facebook.

3) Photos/Videos:

Obtain the explicit permission of the Chaplain before taking photographs during a church service. Before publishing identifiable still or moving photographs of individuals, obtain their written consent or, in the case of children, the consent of their legal guardian. **NB:** Consent to having a photograph taken is not the same as consent to publication.