BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 03/15/78	**SECTION:** Individual Supported	
BOARD APPROVED ON: 03/15/78	**DATE REVISED:** 4/19/17, 06/20/18	**SUBJECT:** Photograph, Video and Audio Recordings	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 4/19/17, 06/20/18, 10/16/19, 9/17/2021, 9/7/2023, 09/15/2026		**POLICY #:** IC-007	**PAGE #:** 1 of 1

I. APPLICATION

The provisions stated herein will apply to all employees and residents of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to respect the confidentiality of individuals supported. Photographs, video and audio recordings will not be allowed for publication unless given written authorization by the guardian. All photographing, video-recording, and audio-recording are to be done with an organization owned device. Employees are to not to use any type of personal device such as a cell phone to take pictures of individuals supported.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Obtains written authorization from the guardian of the individual supported for use of photograph, video-recording, and audio-recording for any use. i.e. media publication, professional journals, workshops, Facebook, organization website, newsletter, annual reports. 2. Updates *Photographs, Video, and Audio Recordings Authorization Form* annually.

IV. EXHIBITS

A. Photographs, Video, and Audio Recordings Authorization Form