

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

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 03/15/78	<b>SECTION:</b> Individual Supported	
<b>BOARD APPROVED ON:</b> 03/15/78	<b>DATE REVISED:</b> 4/19/17, 06/20/18	<b>SUBJECT:</b> Photograph, Video and Audio Recordings	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 4/19/17, 06/20/18, 10/16/19		<b>POLICY #:</b> IC-007	<b>PAGE #:</b> 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