**Guidance for Live Streaming Church Services**

**Introduction**

This guidance covers (but is not limited to) Web Broadcasting (including, Parish sites and Youtube) and Social Media Streams (including Periscope and Facebook Live).

CCTV is covered in other policies. It is possible that cameras can have a dual function – acting as security or CCTV systems as well as providing internet webcast. This should be made clear on any signage.

Video recordings are not covered by these guidelines.

The diocese does not recommend Zoom or other video meeting sites as way of broadcasting church services.

**Live Streaming**

* Cameras should be installed discreetly with due care and respect to church buildings. They should not be permanent fixtures; they should be easily removable without any impact on the building. For further guidance please consult the Property Office
* If using mobile equipment this must belong to the parish not to Individual parishioners. Any footage should be wiped after use.
* Cameras should only be switched on for the duration of Mass or other Liturgy and switched off at the end.  There should be **no live streaming of Churches** when there is no Mass or Liturgy taking place.
* A space should be made available for parishioners to sit if they choose not to appear on the broadcast but ideally the camera should only capture the altar.
* If connecting to the parish broadband connection, ensure that your broadband package has unlimited usage for uploading, or you risk incurring significant costs from your provider.
* During any broadcast **it should be possible to stop transmission,** if necessary, by quickly accessing the control panel of the system. If this cannot be done by the priest from near the altar, someone should be delegated to break transmission if needed.

**Data Protection**

There are a number of Data Protection issues that must be met in relation to broadcasting on the internet:

* Recording people via a web camera and the subsequent displaying of such images over the internet is regarded as the processing of personal data. One of the key provisions regarding the processing of such data is that it must be done with the consent or knowledge of the individuals concerned.
* Camera shots (images) of the congregation should be wide angle shots – minimising the possibility of easily identifying individuals with close up images.
* Signs should be placed at all entrances to the church and in other prominent locations informing people that web cameras are in operation.
* Signs should specify which platforms (facebook, web etc) the streaming will be used on.
* If you are recording your broadcasts and allowing people to re-watch it at a later time signs and consent forms should make this clear.
* All signs should include a link to the diocesan privacy policy. A template sign is attached to this guidance.
* As with any social media post streaming brings the opportunity for members of the public to comment on posts. These posts need to be monitored for defamatory or abusive language.
* Consent for altar servers and others taking part in Liturgies (eg choirs, musicians, Ministers of the Word and of the Eucharist) should be obtained. In the case of children, consent from given by parents/guardians is required. This consent should be in writing.

Anyone seeking further advice or information should contact the Communications Office on communications@dioceseofsalford.org.uk or 0161 817 2201