

Mass streaming safeguards

- a) A general notice will be displayed in church stating that some Masses may be streamed. (Appendix A)
- b) Another notice will indicate which Mass is being streamed that week.
- c) Notice of which Mass(es) are being streamed will be given well in advance (minimum of 3 weeks) allowing those not wishing to participate to make alternative arrangements.
- d) The streaming will where possible be confined to the 6.00pm Mass on Saturdays with, in the rare case of unavailability (sickness, holidays etc.), default to streaming at the 08.30am Mass on Sunday.
- e) Written permission to be obtained to include images of Readers and Eucharistic Ministers at both these Masses.
- f) Written permission to be obtained from the parents of Altar Servers at both Masses for their images to be included.
- g) Those attending a streamed Mass will be able to seek advice from those streaming as to how to avoid being on camera.

- h) Any issues should be raised with the IT team in the first instance. If this does not lead to satisfactory resolution the matter should be immediately referred to the PPC Appeals Committee.

Appendix A:

LIVE STREAM /WEB CAM IN OPERATION

St Thomas of Canterbury, Woodford, served by the Franciscans (OFM).

If you have questions about this notice then please email communications@stthomaswoodford.org or contact the Data Protection Officer c/o The Finance Office, Cathedral House, Ingrave Road, Brentwood CM15 8AT.

WE USE A WEBCAM TO RECORD AND LIVE STREAM MASS AND OTHER SERVICES IN THIS BUILDING TO HELP US SHARE OUR FAITH WITH OTHERS WHO ARE UNABLE TO ATTEND IN PERSON.

LIVE STREAMS AND PAST RECORDINGS ARE PLACED ON THE PARISH WEBSITE AND CAN BE VIEWED ONLINE. THE RECORDINGS ARE SET TO 'RESTRICTED' SO THAT THEY CAN ONLY BE DISCOVERED THROUGH OUR WEBSITE.

IF YOU HAVE ANY CONCERNS ABOUT THE USE OF LIVE STREAMING DURING A SERVICE OR MASS, AND DO NOT WISH TO BE RECORDED, THEN PLEASE SPEAK TO WHOEVER IS RECORDING WHO WILL PROVIDE YOU WITH ADVICE ABOUT WHAT YOU SHOULD DO.

PLEASE NOTE THAT THE CAMERA WILL NOT BE RECORDING THE CONGREGATION AND WILL BE COVERED OR REDIRECTED DURING RECEPTION OF HOLY COMMUNION.

THE LIVE STREAMING OF MASS AND SERVICES IN THIS BUILDING IS BEING CARRIED OUT IN PURSUIT OF OUR LEGITIMATE INTERESTS WHICH IS TO PROMOTE AND SHARE THE ROMAN CATHOLIC FAITH.