

Temple Shalom Gold Coast - Publicising Events.

1. Aim

This policy aims to ensure that Temple Shalom has in place, clear procedures for publicising religious, social, life cycle and other events, relevant to our community and where appropriate, to the wider Jewish community, on the Gold Coast and beyond.

2. Scope

This policy covers:

- a) All announcements from the bimah.
- b) All publications/communications, hardcopy or email, where our members are the primary audience. (eg 'Gates of Peace,' 'Friday Flyer,' 'What's on at Temple Shalom.')
- c) All web based publications, in the public domain. (eg 'Facebook,' 'Temple Shalom Website.')

3. Principles

This policy recognises that:

- a) It is the Temple's responsibility to ensure that the need to publicise events is balanced against the need to maintain our members' privacy and to safeguard their personal information.
- b) It is the Temple's responsibility to protect our members by ensuring that there are appropriate security measures in place for any events that we publicise.
- c) It is the Temple's responsibility to ensure that any events that we publicise do not run counter to the values and priorities of Temple Shalom and of Progressive Judaism.

4. Guidelines for Publicising Temple Shalom Events.

Those who have a lead role in publicising events operate with a large degree of autonomy, however, they may not publicise outside events (ie events organised by a body other than Temple Shalom) without the authority of the Board of Management. (See section 5) When publicising Temple Shalom events, they are required to abide by the following:

- a) Announcements from the bimah.
 - i) When making announcements about or involving members of our community, no personal details should be given out without the permission of the person.
- b) Publicity of events via hardcopy or email, primarily for our members.
 - i) When publicising events involving members of our community, no personal details may be published without the permission of the person.
 - ii) No images of members will be published without the permission of the person/s in the image.
 - iii) No personal details, (name age contact details etc) will be linked to an image without the permission of the person/s in the image.
 - iv) Any use of images of children must adhere strictly to the Photography Guidelines in the Temple Shalom Child Protection Policy.

c) Web based publicity.

i) No images of members will be posted without the permission of the person/s in the image.

ii) To minimise the risk of identity theft and other internet related crimes, posting personal details, including those linked to an image, or posting details of someone's likely whereabouts at a given time, must be avoided.

iii) If the publications, or sections of publications covered in 4 b) are reproduced for web based publication, care must be taken to ensure that they comply with 4 c) ii) above.

iv) Any use of images of children must adhere strictly to the Photography Guidelines in the Temple Shalom Child Protection Policy.

5. Publicising Outside Events - Board of Management approval is Required.

Temple Shalom recognises that it is often beneficial to publicise events arranged by other organisations, however, no information about such events may be publicised unless prior approval has been given by the Board of Management, or where time is limited, by the President. Should anyone be approached by an outside organisation to publicise an event or should anyone become aware of an outside event they believe that we should publicise, then details are to be passed to the President who will present the matter to the Board for consideration.

In deciding whether such approval is to be given, the Board should take the following factors into account, along with any other factors that the Board feels are relevant:

- a) Is the outside group one with which Temple Shalom is affiliated?
- b) Does the outside group reciprocate by publicising Temple Shalom events?
- c) What, if any, impact is the event likely to have on community cohesion?
- d) What are the security arrangements for the event and are they appropriate?
- e) Is the event one which the Board is comfortable in supporting?

6. Review

This policy will be reviewed on a yearly basis.