Polisi Ffrydio Byw Caersalem

Caersalem Livestreaming Policy

Cymraeg	English
Sut rydym yn diogelu wrth ffrydio'n fyw	**How we safeguard livestreaming**
Mae ffrydio'n fyw a recordio bellach yn rhan ganolog o'r hyn y gall Caersalem ei gynnig i'w chynulleidfa a'i chymuned. Mae'r datblygiadau hyn yn gadarnhaol iawn, ond rydym hefyd yn ymwybodol o'r risgiau cysylltiedig.	Livestreaming and recording are now a central part of the offering Caersalem can make to its congregation and community. These developments are overwhelmingly positive, but we are also aware of the associated risks.
Lluniwyd y canllawiau arfer da hyn i helpu gweinidogion, staff a gwirfoddolwyr sy'n darparu ac yn defnyddio cyfleusterau a darllediadau ffrydio byw Caersalem.	This good practice guidance has been compiled to help ministers, staff and volunteers who provide and use Caersalem's livestreaming facilities and broadcasts.
Rhaid cynnal diogelwch plant, pobl ifanc ac oedolion agored i niwed bob amser. Os yw plentyn neu oedolyn mewn perygl uniongyrchol, yn wynebu risg o niwed, neu angen sylw meddygol, ffoniwch y gwasanaethau brys ar 999. Peidiwch ag oedi.	The safety of children, young people and vulnerable adults must be always maintained. If a child or adult is in immediate danger, risk of harm, or requires medical attention call the emergency services on 999. Do not delay.
1. Offer ffrydio byw	**1. Livestreaming equipment**
Mae'n bwysig bod pawb yn dilyn rhai rheolau allweddol wrth fod ar-lein. Mae gan bawb gyfrifoldeb drostynt eu hunain ac eraill i sicrhau eu bod yn ddiogel ar-lein. Dylai pobl gymryd rhan ar-lein yn yr un modd ag y byddent mewn unrhyw fforwm cyhoeddus arall.	It is important that everyone follows some key rules when online. Everyone has a responsibility to themselves and to others to ensure that they are safe online. People should participate online in the same way as they would in any other public forum.
Rhaid trefnu defnyddio'r offer ffrydio byw drwy aelodau'r Tîm Arwain.	Use of the Livestream equipment must be arranged through Leadership Team members.
Ni ddylai gweithredwr cymwys greu proffiliau personol na mewngofnodi iddynt ar yr offer ffrydio byw.	No personal profiles should be created on or logged into on the Livestream equipment by a qualified operator.
Ni ddylai technegwyr ffrydio byw fewngofnodi i'w cyfrifon cyfryngau cymdeithasol personol, eu cyfrifon e-bost personol nac unrhyw gyfrifon tebyg ar yr offer ffrydio byw.	Livestream technicians must not log into their personal social media, email accounts, or similar on the Livestream equipment.
Ni ddylid rhannu cyfrineiriau llwyfannau cyfryngau cymdeithasol Caersalem, a dim ond personél sydd wedi cael hyfforddiant DBS a gaiff fynediad at y llwyfan ffrydio.	Caersalem social media platform passwords are not to be given out and only DBS trained personnel permitted access to the streaming platform.
2. Storio a rhannu gwybodaeth	**2. Information storage and sharing**
Cedwir y ffilm yng nghyfrif Restream Caersalem, a bydd	The footage will be held in Caersalem's Restream

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wedi'i diogelu gan gyfrinair. Dim ond technegwyr ffrydio byw sydd wedi cael hyfforddiant ac wedi cael gwiriad DBS, ac aelodau awdurdodedig o'r tîm, a gaiff fynediad at y cyfrif hwn. Os bydd angen mynediad ar barti allanol, bydd aelod o Dîm Arwain Caersalem yn goruchwylio hynny.	account and will be password protected. Only trained and DBS checked livestream technicians and the authorized team members can access this account. If an external party requires access, a Caersalem Leadership Team member will supervise this.
Dim ond aelodau awdurdodedig o staff a gwirfoddolwyr fydd yn storio deunydd at ddibenion golygu, gan ddefnyddio cyfrifiaduron sydd wedi'u diogelu gan gyfrinair. Caiff caniatâd mynediad i'r storfa cwmwl sy'n cynnwys ffeiliau wedi'u recordio ei adolygu'n rheolaidd.	Storage for editing purposes will only be undertaken by authorised members of staff and volunteers using computers which are password protected. Access permissions to the cloud storage containing recorded files will be reviewed on a regular basis.
3. Cynulleidfaoedd	**3. Congregations and audiences**
Darperir mannau eistedd i aelodau'r gynulleidfa neu'r rhai sy'n bresennol nad ydynt am gael eu ffilmio.	Seating areas will be provided for members of the congregation or audience who do not wish to be filmed.
Bydd arwyddion clir wrth fynedfa'r man addoli yn egluro y gall cyfarfodydd cyhoeddus gael eu recordio neu eu ffrydio'n fyw, er mai dim ond y rhai sy'n arwain y cyfarfod sy'n debygol o fod yn hawdd eu hadnabod. Cyhoeddir y wybodaeth hon hefyd o bryd i'w gilydd drwy gydol y flwyddyn, a phob tro y caiff oedfa ei ffrydio'n fyw yn hytrach na'i recordio yn unig.	Clear signage will be displayed at the entrance to the worship space explaining that public meetings may be recorded or livestreamed, although only those leading the meeting are likely to be clearly identifiable. This information will also be announced periodically throughout the calendar year, and every time a service is livestreamed and not only recorded.
Byddwn yn ystyried yn ofalus pa oedfaon y dylid eu recordio neu eu ffrydio, er mwyn sicrhau nad yw pynciau sensitif nac eiliadau arbennig o addoliad personol, megis y Cymun, yn cael eu hamharu na'u darlledu'n gyhoeddus.	Care will be taken as to which services should be recorded or streamed to ensure that sensitive topics and special moments of personal worship such as Communion are not compromised or broadcast publicly.
4. Cyfranogwyr	**4. Participants**
Oedolion: Ceisir cydsyniad yn unol â Pholisi Ffotograffiaeth a Ffilmio Caersalem.	Adults: Consent will be gained following Caersalem's Photography and Filming Policy
Plant: Ceisir cydsyniad yn unol â'r canlynol:	Children: Consent will be gained following:
Polisi Ffotograffiaeth a Ffilmio Caersalem	Caersalem's Photography and Filming Policy
Polisi Diogelu Caersalem	Caersalem's Safeguarding Policy