



UNIVERSITY POSITION REGARDING THE RECORDING OF PHOTOGRAPHIC STILL AND MOVING IMAGES ON UNIVERSITY PREMISES

Guidelines

1. As a provider of education in the arts which includes the teaching of photography and filmmaking, the University has no wish to unduly restrict the taking of photographs or shooting of video on its premises. It is therefore reasonable that students can expect to be able to take pictures and shoot moving images freely in circumstances where staff and students are incidental to the subject matter concerned and without seeking specific consent of those present in front of the camera. The use of film and photographic equipment on-site is subject to a generic risk assessment that applies at all times.
2. Where the subject of the images is **specifically** an individual or group of individuals then their consent should be sought. Where possible, this should be before the images have been made (for example for staged events - which is likely to be in the form of public signage) or, if necessary, after (for documentary purposes) in which case consent should be sought before the images are used in any public context and a record of this consent made.
3. Where students wish to record images in working spaces other than their own i.e. other course studios, workshops, computer suites, cafés, offices and libraries they should seek the consent of the senior staff responsible or their deputy both as a courtesy and also to ensure that working practices are not disrupted. The University would normally expect all reasonable requests to be acceded to in order to respect point 1 above.