



# **Information Compliance**

## **Film and Photography Guidelines**

December 2019

## Document properties

### Authority

Chief Information Officer

### Sponsor

Chief Information Officer

### Responsible Officer

Data Protection Officer

### Version history

The current version (December 2019) is derived from, and supersedes, the version published in February 2017 and earlier versions.

# 1 Introduction

This document, in two sections, describes the *data protection*-related guidelines and the *Operations/Events*-related guidelines for conducting filming or photography on campus.

These guidelines apply to all filming and photography which takes place for *academic* or *publicity* purposes. Academic purposes include any activities which are carried out by students as part of their coursework, or by staff or students conducting research. Publicity purposes include any activities by staff or students for use in Brunel University London publicity (including publicity for individual Colleges, Departments or Institutes).

A record of consent is not needed for photos or film/video which are to be used for *internal use*. However, individuals should still be asked if they object to that use.

## 2 Data protection guidelines

Any questions about the data protection-related guidelines should be addressed to the Data Protection Officer ([data-protection@brunel.ac.uk](mailto:data-protection@brunel.ac.uk)).

### 2.1 Definition of personal data

“Personal data” means any information held by the data controller (in this case, Brunel University London), which relates to a living individual who may be identified from such data. Images of people are therefore considered to be the personal data of those appearing in a video/film or photograph, and as such, must be obtained and used in a manner which complies with the Data Protection Act 2018.

Please refer to the Brunel University London Data Protection policy (<https://www.brunel.ac.uk/about/documents/pdf/DP-policy.pdf>) for more information on the definition of personal data and restrictions on its use.

### 2.2 Consent

Before filming someone or taking their photograph, you must obtain their consent. If the activity is for coursework or internal (departmental) use, verbal consent is sufficient. If the video or photograph is to be used for Brunel University London publicity, then the person taking part should sign a release form (Appendix A).

If the video is to be posted online you should be aware that the subjects of your video or photographs may object and have the right to request the removal of such material from the web.

*Please note* that consent *does not* have to be obtained from people who may incidentally appear in the background of a video or photograph.

For information regarding consent for research purposes, please refer to the Use of Personal Data in Research document (<https://www.brunel.ac.uk/about/documents/pdf/persdatares.pdf>).

### **2.2.1 Photos/films of children**

Before taking photos or filming children, consent must be obtained from the parent(s) or the responsible adult who is with the child or group of children at the time the photo/film is taken.

As noted above, if the item is to be used for publicity purposes, the consent must be in writing using Appendix A of this document.

For the purpose of these guidelines, a child is considered to be anyone under the age of 18, unless that person is a student at the University, or at London Brunel International College (LBIC).

### **2.2.2 Digital Access Library**

If an individual gives their consent for their image (whether a photo or on film) to be used for publicity purposes, that image will be deposited in the BUL Digital Asset Library. Images are normally retained for 4 years.

## **2.3 Handling complaints**

If an individual has a complaint regarding filming or photography activities carried out by students or members of staff, the complainant will be referred to the appropriate College, Department or Institute.

The College, Department or Institute will be expected to deal with the complaint in a prompt and professional manner.

## **3 Operations/Events guidelines**

Any questions about the operations/events-related guidelines should be addressed to [events@brunel.ac.uk](mailto:events@brunel.ac.uk) or [security-operations@brunel.ac.uk](mailto:security-operations@brunel.ac.uk).

### **3.1 Filming/photography by external parties**

Parties who are not students or members of staff at Brunel University London must contact the Conference Office ([conference@brunel.ac.uk](mailto:conference@brunel.ac.uk)) prior to conducting filming or photography activity, as long as the proposed activity does not involve students or staff at the University.

### **3.2 Filming/photography related to Union of Brunel Students or student Society/Club**

If your filming is related to a Union of Brunel Students-sponsored Club or Society, please contact the Union of Brunel Students (<https://brunelstudents.com/contact/>) in the first instance. This applies to Brunel University London staff and students as well as to external parties.

### 3.3 Guidance for Brunel University London student/staff filming/photography

Many of our students undertake filming/photography on campus as part of their studies, and it is the University's intention to keep restrictions to a minimum and to support students in their learning. However, in order to ensure the safety of all on campus, whether staff, students or visitors, and to ensure compliance with University policy, the following guidance should be followed.

Where a number of students are filming at the same time (e.g., module FMXXXX on Thursdays 2-3pm during Term 2), the appropriate member of academic/administrative staff is required to inform the Events Campus Co-ordination team by selecting "Submit event" under the **Events** list on the Intranet so that all frontline staff can be informed and advised. There is then no need for individual students to seek permission unless they are intending to use props, etc.

Alternatively, University staff or students who wish to conduct filming or photography on campus can contact the Events Office at [events@brunel.ac.uk](mailto:events@brunel.ac.uk).

### 3.4 General guidance for filming/photography activities

The guidelines below should be adhered to whether the activity is taking place externally or inside a University building:

- Do not film in main entrances or exits to or from buildings
- Do not block paths, the main concourse, stairways or campus roads
- If you intend to:
  - use props such as weapons, military uniforms, vehicles, electrical equipment or actions likely to cause alarm, harassment or distress;
  - have more than 10 people involved in the filming;
  - film after 5.00pm or at weekends;
  - film on roads or in car parks

you will need to apply for permission in advance by selecting "Submit event" under the **Events** list on the Intranet (internal use only) giving a **minimum** of 5 days' notice.

Although signage is not mandatory in all cases it may be appropriate to have notices giving advance warning of filming, particularly inside buildings. See Appendix B for an example.

### 3.5 Filming/photography inside Brunel University London buildings

In addition to the completion of the form (see sections 3.3 and 3.4) anyone wishing to conduct filming/photography inside a University building must contact the building manager before conducting the activity.

A list of building managers and their contact details are provided in Appendix C.

### 3.6 Quick reference flowchart

The following flowchart provides a quick reference to the operational guidelines for filming/photography activity on the Brunel University London campus.

## Filming and Photography on the Brunel University London Campus – operational guidelines

Do you wish to film on campus as part of your academic studies?

No

Please contact the Events team with details ([events@brunel.ac.uk](mailto:events@brunel.ac.uk))

Yes

Will you be filming only in external areas?

No

You must seek prior approval to film inside buildings on campus from the building manager. Refer to Appendix C for further information. You must wear a hi-vis vest available from your College/Department. (If not available, vests can be borrowed from Security.) Please ensure you always have your ID card with you.

Yes

You must wear a hi-vis vest available from your College/Department. (If not available, vests can be borrowed from Security.) Please ensure you always have your Brunel University London ID card with you. Please follow the general advice given above.

## 4 Related policies and further guidance

Further information can also be found in the following University and webpages:

- Data Protection Policy (<https://www.brunel.ac.uk/about/documents/pdf/DP-policy.pdf>)
- Conference and Hospitality Services (<https://www.brunel.ac.uk/business/commercial-services/conference-services>)
- Digital Asset Library (<https://dal.brunel.ac.uk>)

# Appendix A – Release form



## Consent for use of images

I, \_\_\_\_\_ (print name)

from \_\_\_\_\_ (course, other)

give permission for Brunel University London to use my image (whether a photo or on film) for all publicity materials and promotional occasions.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to withdraw your permission after signing this form, please contact [media-info@brunel.ac.uk](mailto:media-info@brunel.ac.uk). We will cease using your image(s) as of the date of your withdrawal of consent, or after 4 years, whichever is sooner.



### Note for Photographer

For identification purposes please take a photo of the signee holding this completed form, making sure the writing is legible. Please include this image when uploading photos to the Digital Asset Library.

For more information please visit [dal.brunel.ac.uk](http://dal.brunel.ac.uk)



## Appendix B -- Signage



### PHOTOGRAPHY

Please be aware that photographs will be taken of this event and certain sessions will also be videotaped. These photographs and video coverage may be used in Brunel marketing materials and on our website.

If you do ***not*** wish to appear in the photographs and/or the video, please make this known to the photographer and the video camera crew.

## Appendix C – Building Managers

IAC or Sports Facilities – [sports.centre@brunel.ac.uk](mailto:sports.centre@brunel.ac.uk)

Eastern Gateway Building – [reception@brunel.ac.uk](mailto:reception@brunel.ac.uk)

Hamilton Centre – Atrium/Ground floor – [conference@brunel.ac.uk](mailto:conference@brunel.ac.uk)

Food outlets within Hamilton Centre – [conference@brunel.ac.uk](mailto:conference@brunel.ac.uk)

Halls of Residence – [bishop-staff@brunel.ac.uk](mailto:bishop-staff@brunel.ac.uk)

Library (Bannerman Centre) – [library@brunel.ac.uk](mailto:library@brunel.ac.uk)

Isambard Amenities Building – [studentservices@brunel.ac.uk](mailto:studentservices@brunel.ac.uk)

Meeting House – [meeting-house@brunel.ac.uk](mailto:meeting-house@brunel.ac.uk)

Medical Centre – [studentservices@brunel.ac.uk](mailto:studentservices@brunel.ac.uk) or [Yvette.biggs@brunel.ac.uk](mailto:Yvette.biggs@brunel.ac.uk) (Practice Administrator)

For filming within other areas, contact the relevant office manager.

For filming within the Lecture Centre, please contact your College/Department.

Filming within “College buildings” will need to be approved by the appropriate College administrator.

If you wish to film in a building not included above, please contact the Events team ([events@brunel.ac.uk](mailto:events@brunel.ac.uk)) for details of who to contact.