



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*

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 or 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) 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.

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.



