

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>OP.311</b>	<b>Vice President University Relations</b>		
Policy Name			
<b>Film and Photography Policy</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>New</b>		<b>October 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>October 2021</b>		<b>ARM.1116 Use of College Public Space by Student Clubs or Groups</b> <b>B.401 Sexual Violence and Misconduct Policy</b> <b>B.506 Standards of Conduct</b> <b>B.701 Student Code of Conduct</b> <b>E.403 Facilities Access Policy, After Hours: Students</b> <b>E.413 Temporary Rental of University Space</b> <b>S2002-01 Research Ethics Policy: Research with Human Subjects</b> <i>Canadian Aviation Regulations</i> <i>Copyright Act</i> <i>Freedom of Information and Privacy Act</i> <i>Personal Information Protection and Electronic Documents Act</i> <i>BC Workers Compensation Act &amp; Occupational Health and Safety Regulation</i>	

## 1 PURPOSE

- 1.1 This policy provides a coordinated approach for the use of Capilano University (University) property for students, employees and professional photography and film productions.
- 1.2 The University reserves the right to control access to its University property, and the activities that take place on its premises. This policy recognizes and affirms the appropriate use of photography and film to support teaching, learning, marketing and communication practices, in addition to community and business activities.

- 1.3 The University further recognizes that film and/or photography is, increasingly, a social activity. In considering film and photography in the context of a respectful and safe learning and work environment, this policy serves to acknowledge and support the privacy rights of individuals and the University's duty of compliance with relevant privacy legislation. At no time should photography and filming disrupt the safe and peaceable operations of the University.

## 2 DEFINITIONS

**"Drone Photography/Filming"** is the capture of still images and video by a remotely-operated or autonomous unmanned aerial vehicle more commonly known as a drone.

**"Film/Filming"** means still, video and film photography including digital capture.

**"Member of the University Community"** means employees, students, contractors, agents, board members, alumni and volunteers.

**"Model release"** is a contract signed by the subject of a photograph or film that outlines the conditions of the release that enables the copyright owner permission to publish the image(s).

**"Online collaboration tools"** are software and digital applications that enable people to meet in a digital environment.

**"Photography/Photographing"** means analog and digital photography.

**"Property"** means buildings, structures, parking lots, learning places, areas used for sports and recreation, student residences, space or land (including vacant space), public places and workplaces owned, leased by and/or operated under the authority of Capilano University.

**"Public Areas"** are defined as places where people interact outside the classroom and offices in areas open to all members of the University community and the public. These common areas include atriums, building exteriors, food service areas, grounds, hallways, quadrangles, patios, plazas, and parking lots.

**"Restricted Space"** is defined as places that are not open to the public and require permission to access.

**"Student"** is an individual enrolled in any course (credit or non-credit) at the University.

**"University-business activity"** is assigned work that contributes to the functioning of the University and is sanctioned by the University.

**"University event"** is a University-sanctioned gathering on or off campus. "Sanctioned" means that the event has been organized by an authorized University employee in the course of their duties.

### **3 SCOPE**

- 3.1 This policy applies to all members of the University community engaged in filming and photographing as part of a course-related activity and/or university-business activity. If the filming and photographing are outside of this scope, then the procedures for filming and photographing as a member of the public external to the University apply.
- 3.2 This policy does not apply to recordings made through online collaboration tools.

### **4 POLICY STATEMENT**

- 4.1 Filming and/or photographing may be permitted on University property so long as it does not disrupt University operations, is conducted in compliance with industry standards and WorkSafeBC, does not violate an individual's rights, including their rights to privacy.
- 4.2 Employees, students and contractors who are engaged in photographing and filming for academic purposes or University-related business are expected to follow all practices, professional standards, permissions, processes and comply with all legal requirements in relation to the collection, use, storage and destruction of photographs and film that includes personally identifiable imagery.
- 4.3 Film and photography used as part of a research project must adhere to the principles governing the ethical research requirements as set out by the Capilano University Research Ethics Board.
- 4.4 A Capilano University model release, signed by the subject, is required in situations where a photograph or film may be used to market or promote the University.
- 4.5 Event signage and announcements may be used to inform participants that they are attending an event where photography and filming may occur and may be shared publicly.
- 4.6 Visitors to, and guests of, the University may photograph and film activities on University property that are promoted as University-related public events, such as graduation ceremonies and sporting events, provided they act with respect to the rights of individuals.
- 4.7 Individuals on University property have the right to refuse to be photographed and filmed.
- 4.8 The University reserves the right to refuse filming and photographing activity, whether proposed or underway, if the filming and photographing are in conflict with Section 4 of this policy and/or with other existing University policies.

### **5 STUDENTS FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY**

- 5.1 Registered students at the University are permitted to engage in filming and photographing activity for class projects that are approved by an assigned instructor.

## **6 EMPLOYEES FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY**

Employees are permitted to engage in filming and photographing activity for purposes of regular University business.

## **7 CAPILANO STUDENTS' UNION FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY**

The Capilano Students' Union is permitted to engage in filming and photographing on University property for purposes of regular student society business.

## **8 EXTERNAL MEMBERS OF THE COMMUNITY OR BUSINESS GROUPS FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY**

External members of the community or business groups wishing to film or photograph on University property must apply for permission.

## **9 CONSEQUENCES FOR NONCOMPLIANCE**

- 9.1 Failure to comply with this policy may result in interruption and/or termination of filming and photographing.
- 9.2 Failure of a business or community group to produce liability coverage could result in denial of filming and photographing on University property due to the financial risk to the University.
- 9.3 Any damage incurred to University property will be at the expense of the group or individual engaged in filming and photographing.
- 9.4 Students and employees not complying with this policy may be investigated through the applicable Codes of Conduct and any other relevant policy.