

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
OP.611	Vice President Finance and Administration		
Policy Name			
Filming and Photography Policy			
Approved by	Replaces	Category	Next Review
SLC	OP.311 Filming and Photography	IM&DT	October 2029
Date Issued	Date Revised	Related Policies	
October 2021	October 16, 2024	B.506 Standards of Conduct B.700 Privacy and Access to Information B.701 Student Code of Conduct B.605 Records Management Policy	

1 PURPOSE

- 1.1 This policy sets out the approach adopted by Capilano University (the University”) to manage and coordinate Filming and Photography on and in University Premises or Property.
- 1.2 The University reserves the right to control the access and use of University Premises and Property. This policy recognizes and affirms the appropriate use of Film and Photography to support University teaching, learning, marketing and communications, and sets out the controls for allowing Filming and Photography by both Members of the University Community and Outside Parties on University Property and Premises or during University Events. At no time should Filming or Photography disrupt the safe and peaceable operations of the University.
- 1.3 The University recognizes that Filming and Photography are, increasingly, social activities. In considering Filming and Photography in the context of a respectful and safe learning and work environment and recognizing that Film and Photographs of identifiable individuals are considered personal information under B.700 Privacy and Access to Information Policy, this policy serves to acknowledge and support the privacy rights of individuals and the University’s duty of compliance with the *Freedom of Information and Protection of Privacy Act* and any other relevant privacy legislation.

2 DEFINITIONS

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

“**Member of the University Community**” means employees, students, board members and

volunteers.

“Multimedia Consent Form” 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.

“Outside Parties” means an individual or organization who is not a member of the University Community. For the purposes of this policy individuals and groups contracted to supply Filming or Photography services to the university are not considered to be Outside Parties.

“Photography/Photographing” means analog and digital image capture.

“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.

“Remotely Piloted Aircraft System (RPAS) Filming” is the capture of still images and video by a remotely operated or autonomous unmanned aerial vehicle more commonly known as a drone.

“Restricted Area / Space” is defined as places that are not open to the public and require permission to access.

“Social Media” means Internet-based, electronic communications channels through which users create online communities to share and consume information, ideas, images and other content.

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

“University Related Activity” includes activities or events conducted under the authority of the University at any location, on or off campus. All activities on the University’s campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from 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.

“University Premises or Property” means any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

3 SCOPE

3.1 This policy and the supporting procedure OP.611.1 Filming and Photography Procedure (the “Procedure”) applies to:

- a) all Members of the University Community engaged in Filming and Photography on University

Premises or Property, as part of a course, and/or during a University Related Activity or Event;

- b) Individuals or organizations providing Filming or Photography services under contract to the University; and
- c) Outside Parties including commercial Film and Photography productions that wish to Film or take Photographs on University Premises or Property or during a University Event.

3.2 This policy does not apply to video surveillance installations, monitoring, or recording on University Premises or Property. The appropriate use of use of surveillance systems and content is addressed in OP.421 Security Technology – Surveillance Systems Policy.

4 POLICY STATEMENT

4.1 Filming and/or photographing may be permitted on University Property or Premises or at University Events so long as it:

- a) does not disrupt University operations;
- b) is conducted in compliance with the Procedure, any applicable bylaws, legislation, regulations or standards; and
- c) does not violate an individual's rights, including their rights to privacy.

4.2 University employees, students and contractors who are engaged in Photographing and Filming for academic purposes or to support University Activities are expected to follow the processes outlined in the Procedure, B.700 Privacy and Access to Information Policy, B.605 Records Management Policy and any relevant professional standards or practices in relation to the collection, use, storage and destruction of Photographs and Film that includes personally identifiable imagery.

4.3 All areas used by individuals or groups Filming or taking Photographs must be returned to their normal condition after the Filming or Photography activities are completed.

4.4 The use of Remotely Piloted Aircraft System (RPAS) for Filming and Photography on University Property or Premises requires prior approval from Safety and Emergency Services.

4.5 Film and Photography that is 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 as per S2002-01 Research Ethics Policy: Research with Human Subjects.

4.6 The use of prop weapons in Films or Photographs is only permitted in accordance with OP.419 Weapons on Campus Policy.

- 4.7 A Capilano University Multimedia Consent Form, signed by the subject, is required in situations where an individual is featured prominently in the Film or Photograph or when the Film or Photograph may be used to market or promote the University. Written consent is also required when Filming or Photographing original work that is created by the subject. If the subject is a minor consent from their parent or legal guardian is needed.
- 4.8 In lieu of Multimedia Consent Forms being signed at University Events or in Public Areas, signage and announcements may be used to inform participants that Filming and Photography may occur and may be shared publicly. Signage should be positioned in such a way that individuals who do not wish to be Filmed or Photographed can choose to avoid the area where the Filming or Photography will occur.
- 4.9 Filming or Photography may take place during a University meeting or educational activity if determined appropriate by the meeting chair or the instructor. Notice must be given to participants prior to Filming or Photography occurring. Notice can be provided in the course outline, meeting invitation or at the start of the meeting or educational activity provided that sufficient information is given so that participants can choose not to be recorded
- 4.10 Film or Photographs must not be repurposed in a way that the subject has not consented without their permission. If the Film or Photograph was taken in a Restricted Space additional permissions may be required as outlined in the Procedure.
- 4.11 Individuals on University Property or Premises have the right to refuse to be Filmed or Photographed.
- 4.12 The permission of a parent or legal guardian is required to Film or Photograph children. The Children's Centre is classified as a restricted area (see Procedure sections 4.1-4.2). The Filming or Photography of children under the care of the Children's Centre outside of the Children's Centre is only permitted with the authorization of the manager, Children's Centre and the written permission of the child's parent or legal guardian.
- 4.13 Indigenous students may only be photographed with their permission. If the Filming or Photography is to be used for commercial purposes, an honorarium must be offered. The purpose and intended showcasing methods must be clarified at the outset, with any further repurposing of the image requiring further permissions from the student.
- 4.14 When a member of an Indigenous community passes, all photos, footage, and recordings must be taken down for a period of one year. The office of Indigenous Education and Affairs through the Director will alert the family, and the family will inform the university if they would like to create an exception for the family member in question.

- 4.15 The University reserves the right to refuse permission for proposed Filming or Photography, to require changes to the location or activities to be Filmed or Photographed or to require that any Filming or Photography underway ceases if the Filming or Photography are in conflict with this policy, do not comply with the Procedure, or conflict any other University policy.

5 UNIVERSITY COMMUNITY MEMBERS FILMING AND PHOTOGRAPHING ON UNIVERSITY PREMISES OR PROPERTY

- 5.1 Members of the University Community are permitted to take Photographs or Film for their own personal use only in Public Areas and during University Events provided they abide by this policy and the Procedure, act with respect to the rights of individuals, and follow any instructions from University employees.
- 5.2 Students at the University are also permitted to
- a) Photograph or Film educational activities if permitted by the assigned instructor; and
 - b) engage in Filming and Photography activity for class projects that are approved by an assigned instructor.
- 5.2 Employees are also permitted to engage in Filming and Photography activity to support University Related Activity.
- 5.3 The Capilano Students' Union is permitted to engage in Filming and Photographing on University Property or Premises for purposes of regular student society business.

6 OUTSIDE PARTIES FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY

- 6.1 Visitors to, and guests of, the University may Film or Photograph activities in Public Areas and during University Events, such as graduation ceremonies and sporting events, for their own personal use provided they act with respect to the rights of individuals.
- 6.2 Outside Parties wishing to Film or Photograph on University Property or Premises, including professional and commercial Photographers and Film productions, must apply for permission and have a contract in place with the University prior to any Filming or Photography taking place.
- 6.3 The University will only permit commercial Filming or Photography on University Property or Premises if:
- a) Filming and Photography activities cause minimal or no disruption to University operations;
 - b) all expenses to the University are recovered and remuneration is received;
 - c) the reputation and public image of the University are protected; and
 - d) all relevant industry standards and WorksafeBC requirements are complied with.

7 CONSEQUENCES FOR NONCOMPLIANCE

- 7.1 Failure to comply with this policy, the Procedure, or any relevant contract stipulations including proof of appropriate levels of insurance may result in interruption and/or termination of Filming and Photography.
- 7.2 Any damage incurred to University Property or Premises will be at the expense of the group or individual engaged in Filming or Photography.
- 7.3 Students and employees not complying with this policy may be investigated in accordance with B.701 Student Code of Conduct or B.506 Standards of Conduct as applicable or and any other relevant policy.

8 DESIGNATED OFFICER

- 8.1 The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management and the Director, Safety and Emergency Services.

9 RELATED POLICIES AND GUIDANCE

B.215 Spending and Signing Authority Policy

B.313 Procurement Policy

B.506 Standards of Conduct Policy

B.700 Privacy and Access to Information Policy

B.605 Records Management Policy

B.701 Student Code of Conduct Policy

S1999-09 Academic Accommodation for Students with Disabilities Policy

OP.304 Public and Media Relations Policy

OP.419 Weapons on Campus Policy

E.413 Temporary Rental of University Space Policy

OP.421 Security Technology - Surveillance Systems Policy

OP.609 Website and Digital Channels Policy

10 REFERENCES

BC Workers Compensation Act & Occupational Health and Safety Regulation

Canadian Aviation Regulations

Copyright Act

Freedom of Information and Privacy Act

Personal Information Protection and Electronic Documents Act

Protection of Privacy Act

Limitations Act