Film and Photography Guidelines

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 such activities which are carried out by students as part of their coursework, or by staff or students conducting research. Publicity purposes include any such activities by staff or students for use in Brunel University London publicity (including publicity for individual Colleges or Institutes).

2 Data protection guidelines

Any questions about the data protection-related guidelines should be addressed to the Information Access Officer (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 1998.

Please refer to the Brunel University London Data Protection policy 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, 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 (http://www.brunel.ac.uk/about/administration/information-access/data-protection/policies-and-guidelines).

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 or Department.

The College or Department 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.

3.2 Filming/photography related to Union of Brunel Students (UBS) or student Society/Club

If your filming is related to a UBS or a UBS-sponsored Club or Society, please contact the Union of Brunel Students (student.activities@brunel.ac.uk) 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 a new event” on the Intranet at (https://intra.brunel.ac.uk/events/default.aspx) 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.
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 a new event” on the Intranet (https://intra.brunel.ac.uk/events/default.aspx) (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.
Do you wish to film on campus as part of your academic studies?

Yes

Please contact the Events team with details (events@brunel.ac.uk)

No

Will you be filming only in external areas?

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 ID card with you. Please follow the general advice given above.

No

You must seek prior approval to film inside buildings on campus from the building manager. Refer to Appendix B for further information. You must wear a hi-vis vest available from your school/department. (If not available, vests can be borrowed from Security.) Please ensure you always have your ID card with you. Please follow the general advice given above.
Appendix A – Release form

Consent for use of images

I, ________________________________, from ____________________________,
(print name) (College/Department)
give permission for Brunel University London to use my image (whether a photo or on film) for the following purposes:

All publicity materials/promotional occasions Yes/No (delete as appropriate)

If ‘No’ to above, please select from the following:

<table>
<thead>
<tr>
<th>Web-based materials</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed materials</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Press releases Yes/No

Signed ________________________________ Date: ____________________________

If you wish to withdraw your permission after signing this form, please contact media-info@brunel.ac.uk. We will cease using your image(s) as of the date of your withdrawal of consent.
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 – sport.centre@brunel.ac.uk
Eastern Gateway Building – reception@brunel.ac.uk
Hamilton Centre - Atrium/Ground floor - ubs.helpdesk@brunel.ac.uk
Food outlets within Hamilton Centre - catering@brunel.ac.uk
Michael Sterling Building - Lesley Powers Lesley.powers@brunel.ac.uk
Physiology Lab, Sport Sciences, Heinz Wolff - csmhp@brunel.ac.uk
Halls of Residence – bishop-staff@brunel.ac.uk
Bannerman Centre - student.centre@brunel.ac.uk
Library (Bannerman Centre) – library@brunel.ac.uk
Antonin Artaud Building – Andrew Smith Andrew.smith@brunel.ac.uk
Isambard Amenities Building - studentservices@brunel.ac.uk
Meeting House – meeting-house@brunel.ac.uk
Wilfred Brown Building - events@brunel.ac.uk
Medical Centre - studentservices@brunel.ac.uk or Yvette.biggs@brunel.ac.uk (Practice Administrator)
Disability and Dyslexia Services – disability@brunel.ac.uk

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) for details of who to contact.