



## Photography and Videotape Privacy Policy

USG Policy 2a (4.00) | Approved July 2017

### I. Purpose & Applicability

The Universities at Shady Grove (USG) reserves the right to take photographs or videotape of faculty, staff, and students engaged in teaching, learning research, clinical practices, and other activities, including campus life and events. These photographs and films will be used in such publications as catalogs, posters, advertisements; recruitment, and development materials; campus digital screens, social media, videos and the website. This content may be used for promotional purposes.

### II. Definitions

A. *Photographs* - refers to physical and digital media

### III. Policy Statement

- A. Photographs and video – including digital media – will be kept in the files and archives of The Universities at Shady Grove. These files will remain available for use by USG without time limits or restrictions. Faculty, students, and staff are made aware by virtue of this policy that USG reserves the right to alter photography and video for creative purposes.
- B. Faculty, staff, and students who do not want their photographs used in the manner(s) described in this policy statement should a) verbally decline to be photographed/videotaped and b) contact the Marketing and Communications Department.
- C. Faculty, staff, and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. USG has no control over the use of photographs or videotape taken by third parties not approved by USG, including without limitation the news and media covering USG activities.
- D. When featuring an individual in a photograph or video it is recommended to have them sign and date this [Photography and Video Consent Form](#).