



## JESUS COLLEGE CAMBRIDGE

# Filming, photography and recording policy

Jesus College is primarily a place for our community members to live, work, and socialise. It is private property and while we recognise the benefits and opportunities of allowing selected filming, photography and recording to take place, these need to be balanced against the potential impact on community members and College life.

This policy applies to anyone wishing to film, take photographs, or record audio on the main Jesus College site and its properties. This includes students, Fellows, staff, choir members, Conference customers including B&B guests, contractors, all other visitors and the general public.

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# 1. Policy context

## 1.1 Relevant College policies and guidelines

When relevant, this policy should be considered alongside the College's:

- Freedom of Speech statement
- Media Policy
- Safeguarding Policy
- Data Protection Policy
- Social Media Guidelines
- PREVENT Policy
- Specific filming, photography and audio recording policies for the Conference Office and College initiatives such as the Intellectual Forum and China Forum
- Licence Agreement(s)
- Conference, Chapel, accommodation or partnership contracts
- Code of Conduct for Dining in Hall
- Rules on Behaviour for Students
- College Regulation B5
- Staff handbook.

## 1.2 Authorisation and review

The policy is overseen by the Communications Committee and signed off by College Council.

Questions about the policy should be emailed to the [Communications and Marketing Manager](#), who will escalate the question if necessary.

The impact of this policy will be monitored. Amendments may be proposed to reflect changing technologies or deal with specific issues.

## 1.3 Key definitions and scope

For the purposes of this policy, the following terms will be used:

***Filming/photography/recording*** - the capture of moving or still images or audio files on Jesus College property by any means on any media available now or in the future, including video cameras, DSLR cameras, mobile phones, drone-mounted cameras, voice recorders or any electronic transmission to another medium or the internet.

***The words 'film', 'filming', 'filmed' and 'filmmaker' will cover filming, photography, and audio recordings for the remainder of this policy.***

## 2. General principles

### 2.1 Filming that does not require permission

The College site and buildings are private property, and individuals should be able to go about their lives with the expectation that they are not being filmed.

Keeping that in mind, there is no need to make a permission request for filming that meets **all** of the following conditions:

- It will take place in the areas of Jesus College's outside grounds accessible to the general public or within an individual's own room or their shared accommodation area
- Only people known to the filmmaker, and who know where the film will be disseminated, will be recognisable in the film; if the film becomes likely to be disseminated more widely than first discussed, the people involved will be contacted in advance and their permission reconfirmed in writing
- There will be no individuals under the age of eighteen recognisable in the film without written permission from their parent/guardian
- There will be no disruption to College life
- Only handheld, battery-powered equipment will be used
- It will not be for commercial use
- It will not use the College's name, branding or imagery in any way that implies College endorsement or official authorisation.

Additionally, Society members do not require permission to personally carry out unobtrusive filming on site which supports their academic, non-commercial work.

### 2.2 Filming that does require permission

For filming which does not meet **all** conditions in section 2.1, an official permission request form must be submitted to:

- the Communications and Marketing Manager for general requests
- the Conference Office for requests made as part of hiring a room
- the Chapel Office for requests made as part of hiring the Chapel.

They will consult with other stakeholders and escalate the request as necessary.

The College has a [filming, photography and audio recording fee scale](#). Please read this document before submitting your permission request form.

Filming requests should be submitted as far in advance as possible. Except for news media requests, a lead-in time of at least ten working days is required. While we try to be flexible, short-notice requests may not be granted due to availability and the need to consult with various College departments to avoid clashes with other events or permitted filming.

Permission is much less likely to be granted during exam term or at the same time as major scheduled events.

Unless a blanket consent request is explicitly granted by College Council, permission must be sought for each incidence of filming by any individual, group or organisation. We will grant permissions for specific dates and times to avoid conflict with any other events or the life of the College.

Requests will be considered keeping in mind the mission and reputation of the College and the potential impact on the College community. Requests can be refused without citing a reason.

If filming is likely to cause noticeable disruption, the College community will be informed in advance both when and where filming will take place.

### **2.3 Standard terms and conditions for all filming**

These conditions are not exhaustive. Additional clauses may be applied on a case by case basis when permission is agreed.

- Every person on College property has a reasonable expectation of privacy and should not be included in any filming without being:
  - asked in advance for their permission, ideally in writing, OR
  - notified via perimeter notices that authorised filming will be taking place in specific areas AND given the choice to opt out of being filmed.
- Unless explicitly agreed in writing in advance with the Communications Office or Conference Office:
  - non-commercial filming projects may not use the College name, branding or imagery in any way that implies College endorsement of, or involvement with, a third party, product, service or activity
  - commercial projects may not use the College name, branding or imagery at all.
- Filming permissions are only granted for pre-agreed rooms/locations, they do not extend across the College site.
- Agreed filming schedules and timings must not be changed without prior discussion and additional written permission.
- Apart from drama productions, filming must not contain any material of an explicit, offensive or illegal nature.
- The use of facsimile weapons, special effects, pyrotechnics, sound or special effects which could cause alarm must not be used without prior agreement.
- Insurance (see section 2.4) must be in place to cover the costs of any injury or damage caused to people or College property.
- Depending on the scale of the request, risk assessments and method statements may be required.
- Drone use must meet the criteria laid out in section 8.
- The College's Health and Safety policy requires that anyone filming in College must take reasonable care for both their own health and safety and that of others. They must ensure that:

- walkways, fire exits and fire escape routes are kept clear of people and equipment at all times
- electrical equipment brought on site is safe and PAT tested
- electrical points are not overloaded
- wires are taped down or firmly secured to avoid causing a trip hazard in a way that does not damage College property, decoration or furnishing
- smoking is kept to designated areas.
- Anyone engaging an outside supplier to film on their behalf is responsible for informing them of these guidelines and ensuring that they are followed.

## **2.4 Insurance**

Jesus College's indemnity insurance covers filming for non-commercial use by current students, Fellows, and staff members only.

In all other situations, before filming can go ahead, details of indemnity insurance must be provided by:

- The relevant institution, society or individual, whether commercial or non-commercial, which has commissioned the film OR
- The individual filmmaker, including current students, Fellows and staff members working on commercial projects, OR
- The professional contractor.

## **2.5 Filming at events**

As part of the booking process, all room bookers should indicate if they intend to film any part of their event.

Filming requests for events should be submitted to:

- the Conference Office when making a Conference room, area, or pitch booking
- the Chapel Office when making a Chapel booking
- the Communications Office for event bookings not covered above.

The Conference Office and Chapel Office can grant permission for standard requests, ensuring that the general principles in this policy are complied with, but may refer applications to the Communications and Marketing Manager, who will escalate them if necessary.

Any media requests to attend or be involved with events held in College must be emailed to the Communications and Marketing Manager at least five working days in advance (see section 4).

If a room hire booking is made solely for the purpose of filming, it will be treated as a commercial request (see section 5).

Event organisers (including for weddings) are responsible for:

- giving attendees advance notice that filming will take place, ideally in writing
- displaying signs at event entrances stating that filming will be taking place, how footage will be used, and where it will be published (a standard [perimeter sign template can be downloaded here](#)).
- making an announcement about filming at the start of the event
- giving individuals the option to not be included in published footage, either by wearing an identifier such as a sticker, badge, or lanyard, or being shown to an agreed area where filming will not take place.

For further details about weddings, see section 6.

College-commissioned filming will take place at major events such as Matriculation, Graduation, and open days. Written notices and/or perimeter notices will inform attendees that filming will take place, how it will be used, where it will be published, and how to avoid being included in published footage.

## 2.6 Shared promotion

The College may ask to be supplied with film stills or copies of photographs to use in College communication channels free of charge, with an agreed acknowledgement given in return. Copyright will remain with the originator.

The filmmaker will notify the Communications and Marketing Manager when the film will be published.

## 3. Social media influencers

Influencers at high-profile universities often attract a significant number of followers. While the College does not officially endorse influencer channels, we recognise the benefits of them giving an insight into personal experiences of College and University life. We wish to support this, while also protecting the privacy and safety of individuals.

If you are an aspiring or established influencer, please:

- get in touch with the Communication and Marketing Manager who will be happy to find out more about your channel(s)
- submit a permission request form in advance if you wish to film any commercial work in College, including affiliate advertising
- ensure that any published film that has been recorded in College, including in your own room or shared communal areas, only includes people who have given you their express permission, ideally in writing
- avoid publishing information such as full names, exact details of your staircase/address, or other personally identifiable details to keep you and others safe
- take notice of the [Advertising Standards Authority code for social influencers](#) if you are taking payments for product placements/endorsements.

## 4. Media requests

All filming requests from media representatives and production companies, including student media organisations, must be directed to the Communications and Marketing Manager at the earliest opportunity.

In most cases the representative or company will be asked to submit a permission request form, which the Communications and Marketing Manager will review and escalate if necessary.

If a media representative is attending an external room hirer's event:

- filming will only be permitted in the room(s) included in the booking
- requests to film in any other area of College must be made in advance in writing and approved by the Communications and Marketing Manager.

All media representatives and crew must sign in at the Porters' Lodge and be chaperoned while in College. This may be by a staff member or Fellow and will be agreed in advance with the Communications and Marketing Manager.

A filming fee (see the [filming, photography and audio recording fee scale](#)) and/or a room hire fee may be applicable.

## 5. Commercial requests

Requests that will commercially benefit an organisation, even if the organisation is academic or not-for-profit, will be treated as a commercial request and fees may be applicable. This includes requests to use any part of the College as a set for a film, interview, advertisement, photoshoot, or podcast.

The [filming, photography and audio recording fee scale](#) should be consulted before submitting the [permission request form](#). Room and space hire fees are negotiated separately with the Conference Office or Chapel as appropriate.

All commercial requests should be made at least ten working days in advance. Requests will only be considered when:

- a completed filming request form has been submitted
- dates and locations are available and will not disrupt College business
- it has been confirmed that parking for any essential vehicles can be accommodated
- indemnity insurance has been confirmed
- where appropriate, a script or synopsis has been provided.

Filming taking place over multiple days, in various locations across the College site or out of standard office hours, has the potential to be more disruptive. These requests must be made at least four weeks in advance.

The Communications and Marketing Manager will review the permission request form and share it with College Officers. If there is a likelihood of significant

attention or disruption as a result then requests may be referred to College Council, by circulation if necessary.

## **6. Weddings**

Filming may only take place on the day that a marriage ceremony is held in College. Locations must be chosen to minimise disruption and the schedule must be agreed in advance:

- For Chapel ceremonies, all filming during the ceremony or within the Chapel must be agreed with the Dean of Chapel, who will liaise with the Director of Music; additional musicians' fees may apply
- For ceremonies or filming elsewhere in College, locations must be agreed with the Conference team.

Wedding organisers are responsible for liaising with College personnel in advance to ensure that suitable notice is given to attendees about any filming, including perimeter notices (see section 2.5).

If filming is permitted in the College grounds or communal areas, advance notice will be notified to the College community if there is likely to be disruption.

We do not accommodate engagement shoots or any other wedding-related filming for couples who are not holding their marriage ceremony in College.

## **7. University requests**

Involvement in University projects can be very beneficial for the College. Filming requests from the University of Cambridge which extend beyond room hire agreements should be directed to the Communications and Marketing Manager, who will escalate the request if necessary. Depending on the nature of the request and impact on the College community, a filming fee (see the [filming, photography and audio recording fee scale](#)) may be charged.

The University's official filmmakers, either from or commissioned by OEAC, may unobtrusively film in the College grounds without needing additional permission as long as they consult with the Communications and Marketing Manager in writing in advance.

## **8. Drones**

Drones and other unmanned aerial systems may be used for aerial filming, survey work or research purposes. Due to regulatory, safety and privacy issues, drone flights must always have advance permission. Any unauthorised use will be reported to relevant College officers and appropriate action may be taken.



Before a drone flight can be authorised, a permission form must be submitted, as well as proof of:

- an indemnity insurance policy
- CAA Permissions for Commercial Operations
- Cambridge International Airport agreement for flight(s)
- a Risk Assessment of the proposed operation.

We will also require agreement in advance that:

- intended flight path(s) the drone will fly along, including launch/landing points, has been approved by the College drone liaison
- the drone will be operated at a respectful distance away from windows, with no filming to be focused into internal spaces or private gardens
- the Communications and Marketing Manager will be able to view the footage or final film to highlight any issues, which will then be rectified before publication
- final footage will be made available to the College for use in its own projects, with accreditation given.