

University Settlement Policy			
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Issued:	February 23, 2010	Effective:	February 16, 2010

POLICY STATEMENT

University Settlement is committed to maintaining the confidentiality of our clients to the best of our ability. The policy outlines the guidelines for use of photographic devices on University Settlement property.

PURPOSE

The purpose of this policy is to provide guidelines for those wishing to take a digital recording at University Settlement.

SCOPE

The policy applies to those who wish to use photographic devices other than University Settlement staff.

DEFINITIONS

Photographic devices include digital cameras, digital camcorders, camera phones, and personal digital assistants (PDAs).

Patrons include all users of University Settlement including users, visitors, volunteers, and staff.

GUIDELINES

- Anyone wishing to use cameras, video cameras or other photographic devices in any program or facility must receive permission from staff before filming.
- Pictures may only be taken of children/patrons in their personal care.
- Every attempt should be made to limit or eliminate other patrons from being filmed in the background.
- When possible staff should make a verbal request for permission to photograph other patrons who may be in the area where pictures are being taken.
- The use of all photographic devices; cameras, video cameras, camera cell phones and PDA's are prohibited in all change rooms and washrooms in University Settlement.