

University Settlement Policy			
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POLICY STATEMENT

University Settlement takes part in publicity and marketing efforts in order to reach out to the community regarding our services, to engage the community in community events, and to seek grants and donations from both the public and private sectors through various fundraising activities. To do so, University Settlement will use marketing materials which may consist of photographs and videos of clients, users, members, volunteers and staff of the agency.

PURPOSE

The purpose of this policy is to outline University Settlement's use of the photography and video that are recorded on behalf of the agency. It also clarifies when, and with whom, University Settlement requires a signed waiver form.

SCOPE

The policy applies to anyone using University Settlement facilities and/or participating in programs, services, and special events that take place on University Settlement's premises.

DEFINITIONS

Photography and video includes materials that are in print and electronic form.

GUIDELINES

1. Every effort will be made to collect a signed waiver form from the parent or guardian of children under the age of 18 who appear in our marketing materials.
2. University Settlement does not require a signed waiver for the use of photography and video containing those who are 18 years and older.
3. Individuals who appear in marketing materials with a concern about the materials being used should follow our client complaint policy.
4. University Settlement staff are to respect the privacy of anyone who asks not to be photographed.