

# Wolfson College filming, photography and recording policy

Wolfson 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 Wolfson College site and its properties. This includes students, Fellows, staff, conference customers, contractors, all other visitors and the general public.

## 1. 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 Wolfson 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

- iii. There will be no individuals under the age of eighteen recognisable in the film without written permission from their parent/guardian
- iv. There will be no disruption to College life
- v. Only handheld, battery-powered equipment will be used
- vi. It will not be for commercial use
- vii. It will not use the College's name, branding or imagery in anyway that implies College endorsement or official authorisation.

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Additionally, College members do not require a permit to film on campus.



## 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 Manager or Event Coordinator in the first instance

The Conference Manager or Event Coordinator



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