



## DOWNING COLLEGE CAMBRIDGE

# Filming and Photography in Downing College

### A. Public areas

Downing College is first and foremost an academic environment. As such, any visitors are expected to conduct themselves in a manner that does not in any way disrupt, or impede, the educational and research work that takes place here.

Generally, the public are welcome to visit Downing College during open hours and outside of exam periods and other special events. The public are asked to observe and respect signage and other devices indicating private areas and to restrict their visit to the Chapel and external areas. In addition, subject to the conditions below, members of the public are welcome to record their visit by taking photographs or video recordings for their personal use.

1. Downing College is a residential community with students in residence all year round. Many student rooms are at ground floor level and students consider the College their home, with all the expectations of privacy that entails. Visitors are expected to respect the rights and privacy of members of the College community.
2. Visitors are expected to comply with requests to stop taking pictures or recordings from any member of the College community: Fellows, staff or students.
3. Visitors are welcome in the Chapel when it is not in use. Filming and photography are not permitted during services or other events unless signposted otherwise.
4. Drone operation, including photography, is not permitted within the College grounds.
5. Questions concerning photography or video recording for purposes other than personal use should be directed to [info@dow.cam.ac.uk](mailto:info@dow.cam.ac.uk) in the first instance.

### B. Staff, student & members of the Collegiate University

The College is generally supportive of photography and video recording for various non-commercial purposes, by members of the Collegiate University community where there is likely to be minimal disruption to College activities or atmosphere. In general, permission for photography and video recording for purposes other than personal use should be sought by contacting [info@dow.cam.ac.uk](mailto:info@dow.cam.ac.uk) in the first instance.

Purposes likely to receive College support might include:

- Interviews with an academic purpose
- Recording of College or University Society activities
- Creative projects undertaken by members of the University

Such use is subject to the following conditions:

1. Permission for filming or photography should be obtained as far in advance as possible. For complex proposals or proposals that require use of internal areas, Committee approval may be required. Requests made less than seven days in advance are unlikely to be granted.
2. Normal rules of College conduct must be followed at all times.
3. Access to areas other than public areas must be agreed in advance.

4. The privacy of members of the College community must be respected at all times.
5. Recordings likely to bring the College or University into disrepute are not permitted.
6. Activities likely to give rise to a risk to health or safety must not be undertaken without suitable risk assessments and method statements being in place.
7. Where people are likely to be identifiable from pictures or video, the data protection rights of those individuals must be upheld. Evidence of consent must be obtained from those identifiable individuals who are included in any pictures or video. Measures must be taken to ensure that individuals that do not consent to their image being captured are excluded from pictures or recordings.
8. In certain areas of the College, and at certain times, there may be instances (e.g., rooms containing works of art) where 3<sup>rd</sup> party copyrights or other rights belonging to an artist, estate or individual or a collective rights agency need to be obtained. Enquiries concerning this should be directed to the College Archivist, [archives@dow.cam.ac.uk](mailto:archives@dow.cam.ac.uk), in the first instance.

## C. Commercial photographers & film-makers

The College is happy to consider enquiries from commercial media producers. These should be directed to the Conference Office ([conference@dow.cam.ac.uk](mailto:conference@dow.cam.ac.uk)) in the first instance. In addition to the considerations listed above, producers will be required to sign the College film and photography agreement prior to undertaking any work. A fee may be charged.

As a condition of permission, the College is likely to request a copy of any images or footage captured and may wish to obtain permission to use the media in its own channels.

## D. Wedding and conference guests

The College understands that guests at weddings and conferences will wish to record their event for their personal use. To this end, in addition to the external areas of the College available to the public, wedding photographers and guests are permitted to photograph and record within the internal areas in use for their event. These recordings must be for personal use only and are subject to the conditions set out in sections A and B above. Where commercial use of the images is anticipated, permission must be obtained as per section C above.

Wedding photography, where the wedding has taken place elsewhere, may be possible subject to sufficient notice and relevant operational checks. Enquiries should be directed to [info@dow.cam.ac.uk](mailto:info@dow.cam.ac.uk) in the first instance.

### Review and approval

These guidelines have been approved by the Information Management Committee and General Purposes Committee of the College and will be subject to a biennial review.

### Version control

Date	Version	Reason for change	Author
23/04/2018	1.0	Initial version approved by GPC	Rob Beardwell