

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
OP.311.1		Vice President University Relations	
Procedure Name			
Filming and Photography			
Policy This Procedure is Under			Date of Next Policy Review
Filming and Photography			October 2023
Date Issued	Date Revised	Related Policies, Reference	
October 2021		OP.305 Filming and Photography Policy ARM.1116 Use of College Public Space by Student Clubs or Groups B.401 Sexual Violence and Misconduct Policy B.506 Standards of Conduct B.701 Student Code of Conduct E.403 Facilities Access Policy, After Hours: Students E.413 Temporary Rental of University Space S2002-01 Research Ethics Policy: Research with Human Subjects <i>BC Workers Compensation Act & Occupational Health and Safety Regulation</i> <i>Canadian Aviation Regulations</i> <i>Copyright Act</i> <i>Freedom of Information and Privacy Act</i> <i>Personal Information Protection and Electronic Documents Act</i> <i>Protection of Privacy Act</i>	

1 PURPOSE

- 1.1 Capilano University (the University) seeks to create an environment in which film and photography are used appropriately to support teaching, learning, marketing and communication practices, in addition to community and business activities.
- 1.2 These guidelines describe the steps that must be followed in order for filming and photography permissions to be obtained.
- 1.3 The University reserves the right to withhold approval for filming and photography.

2 OBTAINING AND RECORDING PERMISSION FOR FILMING AND PHOTOGRAPHY

- 2.1 Permission of the instructor is required for recording, filming, and/or photographing within any classroom and learning environment, including online learning.
- 2.2 Filming and photography at all University locations is managed and/or arranged by the administrator with approval authority for the site.
- 2.3 Typically, permission will be granted for filming and photographing where it meets the thresholds as set out in the Filming and Photography Policy within two (2) business days of application. The person authorized to grant permission(s) will:
 - a) provide a copy of the approved request in addition to the University's model release form(s) to the office of Health and Safety and Emergency Preparedness;
 - b) notify Campus Security of approved filming and photography activity; and
 - c) post a notification of activity to In the Loop via Frontlines.

3 FILMING AND PHOTOGRAPHY IN THE CHILDREN'S CENTRE

- 3.1 Filming and photography of children is forbidden without the permission of the manager, Children's Centre, and the permission of the subject's parent or legal guardian. The purpose for filming and photography must be clearly stated.
- 3.2 Photographs or film should not be repurposed without the permission of the manager, Children's Centre, and the permission of the subject's parent or legal guardian.

4 FILMING AND PHOTOGRAPHY IN THE KÉXWUSM-ÁYAKN CENTRE

- 4.1 Filming and photography in the Kéxwusm-áyakn Centre requires the permission of the Office of Indigenous Education and Affairs.
- 4.2 Filming and photography of Indigenous ceremonial practices is forbidden without the permission of the Office of Indigenous Education and Affairs, and the purpose for filming and photography must be clearly stated. In the case of outdoors events, signage will indicate if photography is allowed.
- 4.3 Photographs or film should not be repurposed without the subject's permission.

5 FILMING AND PHOTOGRAPHY IN THE BLUESHORE CENTRE FOR THE PERFORMING ARTS

- 5.1 Filming and photography in the Blueshore Centre is managed and/or arranged and approved by the general manager, The Blueshore at Capilano University.
- 5.2 Photographs or film should not be repurposed without the subject's permission.

6 FILMING AND PHOTOGRAPHY IN THE LIBRARY

- 6.1 Students and employees wanting to film and/or photograph in the library require the permission of the University librarian, and the purpose for filming and photography must be clearly stated.
- 6.2 Applications to film or photograph in the Library must be submitted a minimum of fourteen (14) days in advance to the University librarian.
- 6.3 Students filming and photographing out of regular Library opening hours must be supervised by an instructor.

7 STUDENTS FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY

- 7.1 Registered students at the University are permitted to engage in filming and photography for class projects that are approved by an assigned instructor.
- 7.2 Students must adhere to procedures for booking restricted spaces to film or photograph on University property.
- 7.3 Students must carry Capilano University-issued identification with them while filming and photographing on University property and be prepared to produce their identification if requested by Campus Security.

8 CAPILANO STUDENTS' UNION FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY

Capilano Students' Union officials must carry Capilano University-issued identification with them while filming and photographing on University property and be prepared to produce their identification if requested by Campus Security.

9 EMPLOYEES FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY

Employees must carry Capilano University-issued identification with them while filming and photographing on University property and be prepared to produce their identification if requested by Campus Security.

10 EXTERNAL MEMBERS OF THE COMMUNITY OR BUSINESS GROUPS FILMING AND PHOTOGRAPHING ON UNIVERSITY PROPERTY

- 10.1 External members of the community or business groups wishing to film or photograph on University property must apply to Contract Services for permission three weeks in advance.
- 10.2 Media coverage of University events and news is coordinated and facilitated by the University's Communications department.
- 10.3 Business and community groups wishing to film or photograph on University property must apply to Contract Services and have their application approved.

11 USE OF DRONE FILMING AND PHOTOGRAPHY

- 11.1 Drone operators must follow the Transport Canada's guidelines on drones.
- 11.2 Drone pilots flying a drone weighing between 250 grams to 25 kilograms must follow the rules as outlined in the *Canadian Aviation Regulations*.
- 11.3 Drone operators must comply with the *Personal Information Protection and Electronic Documents Act*.
- 11.4 Drone pilots must be prepared to show a valid drone pilot certificate.