

## **Introduction:**

1.1 This policy applies to all facilities operated by Brookes Sport. It applies to staff, students, all other visitors and users. This relates to all devices with photographic or video capabilities.

1.2 Visitors to Brookes Sport facilities are permitted to take photographs or film for personal, non-commercial use. All other uses require permission from Brookes Sport. Press image and filming enquiries should be directed to the Oxford Brookes University press office before an approach is made to Brookes Sport - [pr@brookes.ac.uk](mailto:pr@brookes.ac.uk)

1.3 Photographs should not be taken in areas where users can rightly expect their privacy to be maintained. This includes (but is not limited to) changing rooms and toilets,.

1.4 Brookes Sport retains the right to photograph and record video of its own facilities during normal operating hours. Whilst this may result in visitors being inadvertently caught in photographs or video, every effort will be made so that this is not the case and in instances where photography is for commercial purposes, consent will be requested from identifiable individuals in photographs.

1.5 Brookes Sport retains the right to photograph and record video of sports fixtures/training featuring TEAMBrookes clubs or Brookes Sport organised events, and may share these on the Brookes Sport website - [www.brookes.ac.uk/brookes-sport](http://www.brookes.ac.uk/brookes-sport), via social media, or in printed literature.

1.6 Individuals identifiable in any images used by Brookes Sport may request those images be removed under the 'Right to be Forgotten' (RTBF). Any requests should be made to the Head of Engagement, via email: [brookesactive@brookes.ac.uk](mailto:brookesactive@brookes.ac.uk) .

## **Guidelines:**

2.1 The use of any photographic or recording equipment within the sports facilities must not interfere with the study, research, privacy or safety needs of Brookes Sport or its users and must not violate any University policies, rules or regulations.

## **Procedures:**

### *Photography/Filming for commercial purposes*

3.1.1 Prior approval must be obtained from Brookes Sport in advance of any filming for commercial purposes. In the first instance, permission should be sought from the Head of Engagement. Members of the senior management team may also grant permission.

3.1.2 If applicable, the Head of Engagement will pass details of any commercial filming to the Oxford Brookes University press office.

3.1.3 Prior written consent must be obtained from any individuals captured in photography/filming that is intended for commercial use. Those carrying out photography or filming must be able to present a consent form upon request to Oxford Brookes University staff. Any individuals under the age of 18 must also have written consent from a parent or legal guardian.

*Photography/Filming for press*

3.2.1 Prior to approaching Brookes Sport, prior approval must be obtained from the Oxford Brookes University press office.

3.2.2 Additionally, step 3.1.3 (as above) should be followed.

**Right to Terminate:**

4.1 Brookes Sport reserves the right at all times to prohibit the use of photographic, film or video equipment at any event or activity staged in its facilities or terminate any media activity that causes any undue disturbance, violates University policies or regulations or endangers the health and safety or privacy of participants, visitors or Brookes Sport staff.

4.2 In line with Brookes Sport terms and conditions of membership, Brookes Sport also reserves the right to suspend or terminate the membership of anyone who does not follow these guidelines, particularly where the privacy of other users is disregarded or their consent is not given to be included in photography or film.

**Associated Forms:**

**Associated Work Instructions:**

**Associated Risk Assessments:**

- Media and Photographic
- Safeguarding Children and Vulnerable Adults

**Associated Guidance and Legislation:**

- Emergency Action Plan
- Chartered Institute of Sport and Recreation Management
- Public Photographic Permission Policy
- Normal Operating Procedure

**Date of Next Update:**

This procedure is reviewed every two years or updated when required.

## **Updates of Procedure**

<b>Issue Number</b>	<b>Description of Revision</b>	<b>Date</b>
1	First Issue	March 2017
2	Complete rewrite and new format – DH	April 2020
3	Reassessment and rewrite of guidance document	Feb 2022
4	Reviewed / No amendments -Emma O'Hara	July 2023
5	Reviewed - a couple of amendments	Nov 2024