

Gonville & Caius

Filming, photography and recording policy

Gonville & Caius College is living and working community, home to students, staff and academics. It is private property and the privacy of members of our community is important. We must balance any filming requests with the potential impact on the College and the College community.

This policy applies to anyone wishing to film, take photographs, or record audio at Gonville & Caius College. This includes students, Fellows, staff, choir members, guests, contractors, all other visitors, tourists and the general public.

Name for policy: Filming, photography and recording policy

Date approved by College Council: 31 May 2023

College Committee: Communications Committee

Policy owner: Head of Communications

Reviewed by: Communications Committee

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1. Policy context

1.1 Relevant College policies and guidelines

When relevant, this policy should be considered alongside the College's other policies: [Policies | Gonville & Caius \(cam.ac.uk\)](#). These include, but are not limited to:

- Freedom of Speech Policy
- Freedom of Information Policies
- Safeguarding Policy
- Data Protection Policies
- Prevent Policy and Procedure
- Copyright Policy
- Staff policies

1.2 Authorisation and review

The policy is overseen by the Communications Committee and approved by College Council.

Questions about the policy should be emailed to the [Head of Communications](#), who will escalate the question if necessary.

1.3 Key definitions and scope

Filming/photography/recording – the capture of moving or still images or audio files on Gonville & Caius College property by any means. The policy does not include online meetings (for example, Zoom or Teams) and does not prohibit the use of audio-visual equipment used in the ordinary course of College activity.

The words 'film', 'filming', 'filmed' and 'filmmaker' will cover filming, photography, and audio recordings for the remainder of this policy.

The appendix shows examples of how the approvals process works. Any request may be escalated to Senior Officers and/or College Council before approval. Large-scale commercial filming projects must be approved by College Council.

2. General principles

2.1 Filming that does not require permission

The College site and buildings are private property, and individuals should be able to go about their lives with the expectation that they are not being filmed.

Keeping that in mind, there is no need to make a permission request for filming that meets **all** of the following conditions:

- Only people known to the filmmaker, and who know where the film will be disseminated, will be recognisable in the film; if the film becomes likely to be disseminated more widely than first discussed, the people involved will be contacted by the filmmaker and their permission reconfirmed
- There will be no individuals under the age of 18 years of age recognisable in the film without permission from their parent/guardian/a sibling aged over 18.
- There will be no significant disruption to College life
- Only handheld, battery-powered equipment will be used
- It will not be for commercial use
- With the exception of films for use for College corporate purposes, for example Admissions and Outreach, Conference and general Communications, it will not use the College's name, branding or imagery in any way that implies College endorsement or authorisation.

Additionally, subject to the above conditions, College members do not require permission to personally carry out unobtrusive filming which supports their academic work or College business. The College Photographer does not require permission when recording people or events as part of their role and may use additional equipment.

2.2 Filming that does require permission

For filming which does not meet **all** conditions in section 2.1, an official permission request form must be submitted to:

- the Head of Communications for general requests
- the Conference and Events Manager for requests made as part of hiring an event space (inside or outside)
- the Dean for requests made as Chapel business

They will consult with other stakeholders and escalate the request as necessary. Large-scale commercial filming projects must be approved by College Council.

A fee may be required for commercially motivated filming. Please contact the Conference Office before making any request.

Filming requests should be submitted as far in advance as possible. Except for news media requests, a lead-in time of at least 10 working days is required. While we try to be flexible, short-notice requests may not be granted due to availability and the need to consult with various College departments to avoid clashes with other events or permitted filming.

Permission will generally not be granted during exam periods or at the same time as major scheduled events.

Permission will be granted for specific dates and times.

Requests will be considered keeping in mind the charitable objects of the College and the potential impact on the College community. Requests may be refused without citing a reason.

If filming is likely to cause noticeable disruption, the College community will be informed in advance both when and where filming will take place.

Applications should use the form including, most importantly, date, locations requested and purpose

2.3 Standard terms and conditions for all filming

These conditions are not exhaustive and may be extended.

- College members, staff and contractors should not be included in any filming without being:
 - asked in advance for their permission, ideally in writing, OR
 - notified via perimeter notices that authorised filming will be taking place in specific areas AND given the choice to opt out of being filmed.
- Unless explicitly agreed in writing in advance with the Head of Communications or Conference and Events Manager:
 - non-commercial filming projects may not use the College name, branding or imagery in any way that implies College endorsement of, or involvement with, a third party, product, service or activity
 - commercial projects may not use the College name or branding.
- Filming permissions will only be granted for specific locations.
- Agreed filming schedules and timings must not be changed without prior permission.
- Apart from drama productions, where a detailed script or synopsis should be shared in advance, filming must not contain any material of an explicit or illegal nature.
- The use of facsimile weapons, special effects, pyrotechnics, sound or special effects which could cause alarm must not be used without prior agreement.
- No permission will be granted if there is an unmitigated risk of damage to the fabric or contents of the College.

- Insurance (see section 2.4) must be in place to cover the costs of any injury or damage caused to people or College property.
- Depending on the scale of the request, risk assessments and method statements may be required.
- Drone use must meet the criteria laid out in section 8.
- The College's Health and Safety Policy requires that anyone filming in College must take reasonable care for both their own health and safety and that of others. They must ensure that:
 - walkways, fire exits and fire escape routes are kept clear of people and equipment at all times
 - electrical equipment brought on site is safe and PAT tested
 - electrical points are not overloaded
 - wires are taped down or firmly secured to avoid causing a trip hazard in a way that does not damage College property, decoration or furnishing
 - smoking is kept to designated areas.
- Anyone engaging a third party contractor or provider to film on their behalf is responsible for informing them of these guidelines and ensuring that they are followed.
- The College reserves the right to stop or pause filming at any time, should circumstances require it.

2.4 Insurance

Details of indemnity insurance must be provided to the Conference Office when requested by:

- The relevant institution, society or individual, whether commercial or non-commercial, which has commissioned the film OR
- The individual filmmaker, including current students, Fellows and staff members working on commercial projects, OR
- The professional contractor.

2.5 Filming at events

When booking a location other than for routine academic purposes (eg a supervision), it must be indicated if filming of any part of the event is intended.

Filming requests for events should be submitted to:

- the Conference and Events Manager when making a Conference room, area, or pitch booking
- the Dean when making a Chapel booking
- the Communications Office for event bookings not covered above.

The Conference and Events Manager, Dean and Head Porter (for society/sport) can grant permission for requests, ensuring that the general principles in this policy are complied with, but may refer applications to the Head of Communications, who will escalate them if necessary (see the appendix).

Any media requests to attend or be involved with events held in College must be emailed to the Head of Communications at least five working days in advance (see section 4).

If a room hire booking is made solely for the purpose of filming, it will be treated as a commercial request (see section 5).

Event organisers (including for weddings) are responsible for:

- giving attendees advance notice that filming will take place, ideally in writing
- displaying signs at event entrances stating that filming will be taking place, how footage will be used, and where it will be published (a standard perimeter sign template can be obtained from the Head of Communications or Conference Office).
- making an announcement about filming at the start of the event
- giving individuals the option to not be included in published footage, either by wearing an identifier such as a sticker, badge, or lanyard, or being shown to an agreed area where filming will not take place.

For further details about weddings, see section 6.

College-commissioned filming will take place at major events such as Matriculation, Graduation, alumni events and open days. Written notices and/or perimeter notices will inform attendees that filming will take place, how it will be used, where it will be published, and how to avoid being included in published footage.

2.6 Shared promotion

The College may ask to be supplied with film stills or copies of photographs to use in College communication channels free of charge, with an agreed acknowledgement given in return. Copyright will remain with the originator.

The filmmaker must notify the Head of Communications when the film will be published.

3. Social media influencers

While the College does not officially endorse influencer channels, we recognise the benefits of them giving an insight into personal experiences of College and University life. We wish to support this, while also protecting the privacy and safety of individuals.

Any aspiring or established influencer must:

- get in touch with the Head of Communications who will be happy to find out more about your channel(s)
- submit a permission request form in advance if you wish to film any commercial work in College, including affiliate advertising
- ensure that any published film that has been recorded in College, including in your own room or shared communal areas, only includes people who have given you their express permission, in writing
- avoid publishing information such as full names, exact details of your staircase/address, or other personally identifiable details to keep you and others safe
- take notice of the [Advertising Standards Authority code for social influencers](#) if you are taking payments for product placements and/or endorsements.

4. Media requests

All filming requests from media representatives and production companies, including student media organisations, must be directed to the Head of Communications at the earliest opportunity: [Media enquiries | Gonville & Caius \(cam.ac.uk\)](#).

In most cases the representative or company will be asked to submit their request in writing, which the Head of Communications will review and escalate if necessary.

If a media representative is attending an external room hirer's event:

- filming will only be permitted in the room(s) included in the booking
- requests to film in any other area of College must be made in advance in writing and approved by the Head of Communications.

All media representatives and crew must sign in at the Porters' Lodge and be chaperoned while in College. This may be by a staff member or Fellow and will be agreed in advance with the Head of Communications.

A filming fee and/or a room hire fee will be applicable.

5. Commercial requests

Requests that will commercially benefit an organisation, even if the organisation is academic or not-for-profit, will be treated as a commercial request and fees may apply. This includes requests to use any part of the College as a set for a film, interview, advertisement, photoshoot, or podcast.

The Conference and Events Manager must be consulted before submitting the permission request form. Room and hire fees will be negotiated separately with the Conference and Events Manager.

All commercial requests should be made at least 10 working days in advance. Requests will only be considered when terms of this policy have been met.

Filming taking place with large crews, over multiple days, in various locations across the College site or out of standard office hours, has the potential to be more disruptive. These requests must be made at least four weeks in advance and must be submitted to College Council.

The Conference and Events Manager will review the permission request form and share it with College Officers. If there is a likelihood of significant attention or disruption as a result then requests may be referred to College Council, by circulation if necessary.

6. Weddings

Filming may only take place on the day that a marriage ceremony/wedding event is held in College. Locations must be chosen to minimise disruption and the schedule must be agreed in advance:

- For Chapel ceremonies, all filming during the ceremony or within the Chapel must be agreed with the Dean of Chapel, who will liaise with the Director of Music; additional musicians' fees may apply
- For ceremonies or filming elsewhere in College, locations must be agreed with the Conference and Events Manager.

Wedding couples/organisers are responsible for liaising with College personnel in advance to ensure that suitable notice is given to attendees about any filming, including perimeter notices (see section 2.5).

If filming is permitted in the College grounds or communal areas, advance notice will be notified to the College community if there is likely to be disruption.

We do not accommodate engagement shoots or any other wedding-related filming for couples who are not holding their marriage ceremony in College.

7. University requests

Involvement in University projects can be very beneficial for the College. Filming requests from the University of Cambridge which extend beyond room hire agreements should be directed to the Head of Communications, who will escalate the request if necessary. Depending on the nature of the request and impact on the College community, a filming fee will be charged.

The University's official filmmakers, either from or commissioned by the Office of External Affairs and Communications, may unobtrusively film in the College grounds without needing additional permission as long as they consult with the Head of Communications in advance.

8. Drones

Drones and other unmanned aerial systems may be used for aerial filming, survey work or research purposes. Due to regulatory, safety and privacy issues, drone flights must always have advance permission. Any unauthorised use will be reported to relevant College Officers and appropriate action may be taken.

Before a drone flight can be authorised, a permission form must be submitted, as well as proof of:

- an indemnity insurance policy
- CAA Permissions for Commercial Operations
- Cambridge International Airport agreement for flight(s)
- a Risk Assessment of the proposed operation.

We will also require agreement in advance that:

- intended flight path(s) the drone will fly along, including launch/landing points, has been approved by the College drone liaison
- the drone will be operated at a respectful distance away from windows, with no filming to be focused into internal spaces or private gardens
- the Head of Communications will be able to view the footage or final film to highlight any issues, which will then be rectified before publication
- final footage will be made available to the College for use in its own projects, with accreditation given.

Appendix to Filming, photography and recording policy

The below table indicates the authorisation process for requests to film (including photography and audio) at Gonville & Caius College.

	College Council	Senior Bursar	Conference Office	Communications	Other (named)
Commercial film	X		X		
Other commercial		X	X		
External bookings			X		
College promotion				X	College Photographer
University promotion				X	
Fellows room booking			X		
Student/society room booking			X		
Society photography					Head Porter
Non-commercial third party			X	X	Fellow Librarian, President (if required)
Chapel or Choir events					Dean and/or Precentor
Drone use			X		Domestic Bursar, Head Porter

Please note: Any filming request could be escalated by any staff member/College department to Senior Officers and/or College Council for any reason.

The Master has the authority to make decisions on filming requests outside of normal College Council schedule.

Appendix to Filming, photography and recording policy

Examples of requests (not an exhaustive list):

Commercial feature film/television drama: For example, *Professor T* (broadcast on ITV). Features a large crew and considered logistical challenge across a wide area.

Other commercial: For example, a fashion photography/video shoot, with a smaller crew.

External bookings: For example, a wedding or external booking which is to be filmed for posterity/live streaming, but not for commercial gain.

College promotion: Content for the College purposes. For example, by the College Photographer, Admissions or Development communications.

University promotion: Photography or video with a Caius student or Fellow for University purposes

Fellows room booking: For example, a talk hosted by a Fellow in a room booked through the Conference Office. Filming featuring a Fellow will be treated in the same way, for example, Christine Holt filming for The Brain Prize.

Student society booking: A student society inviting an external speaker.

Student photography: A sports team photographed in front of the Gate of Honour, for example.

Non-commercial third party: For example, a request from a non-Caian academic to film in the Lower Library would need permission from the Fellow Librarian/a Senior Officer.

Chapel or Choir events: A performance or service, including a wedding in Chapel (additional filming beyond the Chapel falls under 'External bookings').

Drone use: To survey the roofs of buildings for maintenance/renovation, for example

Please note:

Visitors, tourists and members of the public: Members of staff – specifically, but not only, Porters, the Conference Office and the Head of Communications – will communicate verbally the policy if it appears individuals are operating beyond the scope of **filming that does not require permission**.