



Policy & Procedure No. 9.002
Nunez Community College

Title: Consent to Release Photo/Video Image

Effective Date: 11- 19 -2018

Last Revision Date:
Cancellation:

Department/Office: Administration/Communications

PURPOSE

Nunez Community College often uses photography and video images of academic activities and campus life to promote the College and to advance the College’s educational objectives. This Consent to Release Photo/Video Image Policy governs still or motion images captured by Nunez employees on behalf of any College unit, and by someone other than a Nunez employee for use by a Nunez unit, for these purposes.

SCOPE

This policy applies to all administrators, faculty, staff and students.

POLICY

All photographers taking photographs on Nunez property or of NCC events must obtain a signed release form from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph prior to making any commercial use of such photograph. **Crowd scenes where no single person is the dominant feature are exempt.** These rules govern photographs intended for use in any College publication of a marketing or a public relations nature, such as newsletters, brochures, promotional items, social media posts, or other such material. Releases also must be obtained for photographs used on the web. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

(Attachment: Consent to Release Photo/Video Image Form)

Review Process: Provide/edit example table below to document review process and all reviewing entities

X	Reviewing Council/Entity	Review Date	Effective Date
X	Office of Communications	11-19-2018 (created)	11-19-2018
X	College Compliance Committee	11-19-2018 (drafted)	11-19-2018
X	Chancellor’s Council	11-19-2018 (approved)	11-19-2018

Distribution: Distributed Electronically via College’s Internet (Date)

Chancellor’s Signature/Approval

SIGNATURE: 

DATE: _____

Tina M. Tinney, Ed.D.
Chancellor



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CONSENT TO RELEASE PHOTO/IMAGE

I, _____ (please print), hereby grant Nunez Community College permission to use my likeness in photograph(s)/video in any and all of its publications, social media, and in any and all other media, whether now known or hereafter existing, controlled by Nunez Community College, in perpetuity, and for other use by the College. I will make no monetary or other claim **against** Nunez Community College for the use of the photograph(s)/video; nor will I **anticipate** any monetary compensation for such use.

I acknowledge that I am _____ over the age of 18.
 the legal guardian of the above-mentioned.

Date: _____ Signature: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

For students under 18:

Parent/legal guardian name: _____

Parent/legal guardian signature: _____

Complete and return this form to the NCC Office of Communications ONLY if you give permission for your photo, audio, or video to appear in possible College publications and/or publicity, including the campus website or social media.