

Image Consent Policy

It is the policy of Simmons University that all photos taken on behalf of the University and for its use must have a fully executed and signed Simmons Image Consent Form on file from each individual photographed. A fully executed and signed Image Consent Form must also be provided by individuals who submit their photograph in lieu of being photographed. For individuals under the age of 18, written consent from the individual's parent or guardian is required.

THIS POLICY APPLIES TO

- Single-person, group, classroom, and candid photoshoots
- Video shoots
- Photographs submitted by individuals in lieu of participation in a photoshoot

EXCEPTIONS

- Written consent is not required if the photographic image is so far away that an individual cannot be identified. This only applies to wide shots where the photograph is not about the people in the image. If an individual or group is the focus of the shot, then written consent must be obtained.
- Written consent is not required if photographs are taken of individuals in public places, excluding the Simmons residence and academic campuses, where a right to privacy is not expected. This only applies to wide shots where the photograph is not about the people in the image. If an individual or group is the focus of the shot, then written consent must be obtained.
- Written consent is not collected at Convocation or Commencement and a notice of photography consent is included in the program as follows: "Simmons University will be taking audio and video recordings and photographs during the ceremony. These will be used for a variety of Simmons University marketing communications purposes."

IMAGE CONSENT FORM

- [A fillable/printable PDF of the Simmons University Image Consent Form](#) is located on our internal site and is available for downloading and use by individuals and groups authorized to obtain photography on behalf of the University.
- [A digital version of the Simmons University Image Consent Form](#) is also available for use by individuals and groups authorized to obtain photography on behalf of the University.

- The form, regardless of format, should be fully completed and signed prior to a shoot.
- Completed image consent forms must be retained on file and tracked in such a way as to provide immediate proof of documentation in the event such a question arises.