

## PHOTOGRAPH/VIDEO/AUDIO CONSENT AND WAIVER



### The College of Health Professions

151 Rutledge Ave. MSC 960  
Charleston, South Carolina 29425

To Whom It May Concern:

I hereby grant full permission to the Medical University of South Carolina to prepare, use, reproduce, publish, distribute and exhibit my name, picture, portrait, likeness, or voice, or any or all of them in or in connection with the production of a motion picture film, television videotape or live program, video recording, sound track recording, or still photography in any manner including website postings for educational, treatment, scientific, marketing, publication, informational and any other professional purpose deemed necessary. I hereby waive all rights of privacy or compensation which I may have in connection with the use of my name, picture, portrait, likeness or voice, or any or all of them, in or in connection with said motion picture film, television videotape or live program, video recording, sound track recording, or still photography and any use to which the same or any material therein may be put, applied or adapted by the Medical University of South Carolina, and any of its agencies, i.e., Colleges, Departments, or Divisions. Consent given below is valid until the Medical University of South Carolina deems it otherwise, or until consent is revoked by he/she signed below.

I (check one) \_\_\_\_\_ DO (or) \_\_\_\_\_ DO NOT grant permission for the use of my information as stated above by the Medical University of South Carolina.

If you have further questions about use or opting-out, please see formal procedure(s) found on "Obtaining and Maintaining Photo/Video/Audio Consent" document.

**Academic Program/Event:**

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**Participant:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

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**Parent or Legal Guardian** (if participant is a minor or unable to sign):

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Obtaining and Maintaining Photo/Video/ Audio Consent**

This document outlines how and when signed consent must be obtained when still images, videos, or audio are produced by faculty or staff in the College of Health Professions (CHP) for education, promotional, marketing, or other purposes.

### **When a signed consent form is not necessary**

1. Consent is implied for faculty and employees of the Medical University. If faculty and staff wish not to appear in photos/videos/audio, it is that person's responsibility to inform the appropriate faculty or staff member at the time of the recording or photography that they wish not to appear.
2. Any event to which the public is welcome (ie., graduation, most fund raisers).
3. Anyone appearing in any outdoor spaces on campus or places in which permission is not needed to enter.
4. Non-subjects appearing unintentionally in the background or any person whose identity is unclear or obscured.

### **When a signed consent form is necessary**

#### *Students*

In general, signed consent forms are required if a student can be identified in publicly accessible photos/videos/audio, including photos/videos/audio shown or displayed in educational settings in which the student did not participate.

During college orientation, all CHP students are given the opportunity to sign the "Photograph/Video consent/Waiver form". It is explained to students during this time the purposes for which CHP requests their permission to produce photos/videos/audio (e.g., educational purposes, promotion of program, recruitment, annual report, college newsletters). Students may choose at this time to opt out of signing the form.

Students are informed that, if he/she opts out of signing a photos/videos/audio consent form, it is the student's responsibility to inform faculty or staff at the time of video-recordings or photography that they do not consent to be recorded or photographed.

If a student has signed a consent form and later opts to withhold the public release of directory information as defined by FERPA, it is the student's responsibility to inform the appropriate faculty or staff member at the time of the recording or photography that they wish not to appear.

Hard-copies of signed consent forms or a record of the student's opting out of signing the consent form are held in the student's file and retained according to program needs/processes. The CHP webmaster will scan all forms so that electronic versions are kept on file.

#### *Non-affiliate of MUSC*

Written consents are required of any non-MUSC-affiliated subject appearing in any photos/video/audio except in instances mentioned above. Consents for subjects who are minors must be signed by a parent or legal guardian.

In general, the person responsible for the project should store signed consents. Consent forms should be stored in either hardcopy or electronic format for as long as the media will be used. A signed form should be on file prior to the publication of the photo/video/audio file.

If the photos/videos/audio produced can be used for multiple purposes within the college (ie, promotional and educational purposes), the signed consent forms should be available and accessible to other faculty and staff within the college. In these cases, it is recommended that the photos/videos/audio files and signed consent forms be stored in digital form together in a college-restricted shared space.