

ANR ADMINISTRATIVE HANDBOOK SECTION 215
PHOTOGRAPHIC, VIDEO AND AUDIO RECORDINGS
APPENDIX C
FREQUENTLY ASKED QUESTIONS (FAQ)

1. *Generally speaking, when may I take photos for UC?*

The general rule is when you are on UC or public property (a sidewalk, street, city park, etc.) you can take pictures of what you can see. UC employees can document UC-related events including workshops, meetings, conferences and other events. People attending these events would not expect privacy in those settings. As a guide, ask yourself, "Would the average person expect privacy in this situation?" If the answer is "Yes," don't take the picture. On public or private property people have a reasonable expectation of privacy specifically in restrooms, dressing rooms, and hospital rooms.

2. *What is the purpose of the [Release](#) form?*

Image/voice recordings can be made under any circumstance with a signed [Release](#) form. The [Release](#) form gives UC the right to make unrestricted use of the recorded material without payment or approval by the signatory.

3. *Who does not need to sign the [Release](#) form?*

UC employees, students, or affiliates do not need to sign a [Release](#) form, nor do public officials or celebrities. Even though it is not required of anyone in public either, it is best to get a signed [Release](#) form when practical. This will allow UC to make use of the image/voice without restriction. For example, if you take a photo of a kindly grandmother's face in a public park and you would like to use it on a poster with the caption, "Anyone can be a child abuser," you will need a [Release](#) form from her to protect UC from legal action.

4. *Can I make recordings on private property?*

You can take photos and make recordings on private property when given permission by the owner or manager.

You can also photograph in the lobby of a private building since it is considered a place where the public is invited into the facility. However, you must leave the property when asked to leave and stop recording at that moment. The images/sounds you've recorded up to that point are yours to keep. If you've been asked to leave, any recordings from that point on would be considered obtained while trespassing.

The exception to this rule is some military installations and nuclear power plants. Even from a public vantage point, recordings of these facilities may be illegal.

5. *I often take photos/video of home landscapes to use as examples of good or bad practices. Is that OK?*

You can take photos of anyone's home from the public sidewalk or street. It is recommended that you avoid anything that would specifically identify the location like the house number, street signs, or even the license plates of any visible parked cars.

6. *Can I record (audio/video) focus group sessions?*

Yes, there's nothing wrong with recording people you have invited to participate in a focus group. When you make the invitation, be sure to inform them before they arrive that the event will be recorded. If there is a chance that you will be recording personal information (for example, if the participants will be referring to family members by name, or providing specific information about their job, etc.,) be sure to get a [Release](#) form signed.

7. *Can I take pictures at the mall?*

Yes, shopping malls are designed to be visited by the public. However, someone who has just picked up their medication from the drugstore and is sitting on a bench looking over their medication instructions has the right to keep their medical condition private. This kind of information should not be revealed in the photos and/or recordings made by ANR personnel.