

# PHOTOGRAPHY AND RECORDING POLICY

## **Policy Number:**

## **Policy Statement:**

As a public institution, Garden City Community College's official media staff often uses photographs and audio/video recordings of college life, events, ceremonies, and other activities for purposes related to the educational mission of GCCC, including education, publicity, marketing, and promotion of GCCC programs.

By attending GCCC-sponsored events or being present in public areas on campus, individuals grant GCCC and its authorized representatives permission to use and reproduce their image, voice, or likeness without compensation. These materials may appear on the college website, social media, printed publications, advertisements, or other digital and physical media. Content may be used immediately or archived for future use. GCCC reserves the right to retain and use these materials indefinitely, and all media will be the sole property of the College.

When possible and practical, GCCC will honor requests from individuals who wish to be excluded from photography or recording. Those who prefer not to be included are encouraged to notify the photographer or leave areas where media is being captured.

Courses with enrolled students are not considered public settings, and there is an expectation of privacy within these spaces. In cases where official media staff plan to enter a classroom or other learning environment to capture content, faculty will notify students in advance. Students who prefer not to be photographed or recorded in this setting should communicate their concerns to the instructor, who will work to accommodate reasonable requests.

## **Policy History:**

August 24, 2025: Approved