



Photo Release “Opt Out” Form

Website & All Other Marketing/PR Materials

*This form is to be filled-out upon student admission to the Institution, upon initial hire at CCNY, or upon request from any School/Division. This document will be kept on file with OIACER, **ONLY** for individuals who are choosing to **OPT-OUT**.*

For advance guidance on photography or videotaping of campus events, visitors or community members, please contact Dr. Simone Tarver, Associate Executive Director, Marketing & Communications (212.650.7581).

Name (Print): _____

Date: _____

Dept. or Office (Faculty/Staff): _____ Position: _____

EMPL ID (Student): _____ School/Div. _____

As a student and/or employee of this institution, you have a right to opt-out of inclusion in images/photographs and videos used for marketing, communications, and public relations purposes. If you decide *not* to opt-out, you are aware that your presence captured in image/photograph and/or video may be used for the purposes stated above. If you wish to opt out, you must check the box below and return this form to OIACER no later than ten (10) days after hire, ten (10) days following student enrollment, or five (5) days after to the specified event. This election is good for the remainder of your time employed or attending CCNY, or unless otherwise stated in conjunction with policy change(s).

If you are electing to OPT-OUT, please check the box below:

PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY **IMAGE/PHOTO AND/OR VIDEO** FOR MARKETING, COMMUNICATIONS, OR PUBLIC RELATIONS PURPOSES

****IF YOU ARE OPTING-OUT, PLEASE COMPLETE THE FORM AND RETURN IT TO THE OFFICE OF INSTITUTIONAL ADVANCEMENT, COMMUNICATIONS & EXTERNAL RELATIONS (OIACER)****

Employee Signature (FACULTY/ STAFF ONLY- Please Sign) _____

Date: _____

Student Signature (STUDENT ONLY- Please Sign) _____

Date: _____

The City College of New York celebrates the achievements of our students, faculty, and staff. Throughout the year, the Office of Institutional Advancement and Communications may take images/photographs and/or videos of students and school activities. These images/photographs and/or videos may appear in various city wide publications, including, but not limited to the [CCNY website](http://www.ccny.cuny.edu), newsletters, programs, brochures, institutional calendar, social media, or mass media outlets.

The Office of Institutional Advancement, Communications & External Relations (OIACER) Shepard Hall – Ste. 154

Photo Release Opt-Out Form

The City College of New York celebrates the achievements of our students, faculty, and staff. In order to respect and protect the privacy interests of the College's students and employees on campus and at institutional activities, the College has implemented a photo release policy.

Throughout the year, the Office of Institutional Advancement, Communications & External Relations (OIACER) – or an affiliated department, program, School or Division, may take images/photographs and/or videos of students, faculty, and staff on campus or participating in school activities. These images/photographs and/or videos, if provided to OIACER, may appear in various CCNY publications, including, but not limited to, the CCNY website (www.ccnycuny.edu), newsletters, programs, brochures, institutional calendar, social media, or mass media outlets.

The Photo Release Opt-Out Form provides all persons NOT interested in having their image/photograph and/or video presence captured and used for marketing, communications, and PR purposes the opportunity to Opt Out.

By deciding to opt out, you are choosing NOT to participate in the marketing, communications, and PR opportunities stated above. Each student, faculty, and/or staff person entering the institution as an employee or student is required to review this form and if interested in opting out, must submit the completed form to the OIAC. This policy is effective immediately.