

Section:	Administration (AD)
Subject:	Security
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is that SAIT efficiently and responsibly manages the use of its facilities to promote a safe and non-disruptive working and learning environment.

## **PROCEDURE**

### **DEFINITIONS**

<b>Audio recording</b>	The capture of sound information onto a storage medium.
<b>Employee</b>	Any person employed on SAIT's payroll, whether paid by annual salary or hourly wage, contractors and volunteers.
<b>Facility</b>	Any building, ground, digital/virtual classrooms, social media channels, websites, meeting space, or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors
<b>Filming</b>	A general term that includes all forms of image capture including but not limited to motion pictures, videography, photography, and digital imaging. For the purpose of this procedure, it also includes audio-recording and/or creating transcripts of that audio-recording, and the recording of virtual events through platforms such as Zoom or Teams.
<b>Minor</b>	A person under the age of eighteen years.

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<b>Photography</b>	The art or practice of taking and processing photographs by means of a camera and editing software.
<b>Production company</b>	A business that provides commercial services in fields including but not limited to film, video, television, music and photography.
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses, including virtual/digital campuses.
<b>SAIT community</b>	SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.
<b>Saitsa</b>	The SAIT Students' Association
<b>Videography</b>	The art or practice of recording images with a video camera, drone or other video-capturing technology.
<b>Youth</b>	As per procedure <a href="#">AD.1.12.2 Youth Activities on Campus</a> , youth includes both minors and young adults.

## GOVERNING PRINCIPLES

1. The filming of members of the SAIT community and of the SAIT campus/facilities plays an important role in student recruitment, revenue generation, fundraising, educational activities, curriculum development, promoting student events, and developing industry and government partnerships.
2. Inquiries about filming SAIT employees and/or the SAIT campus/facilities must be directed to the Communications department at <https://www.sait.ca/media-centre>. This includes situations where members of the SAIT community, other individuals or companies wish to film in SAIT's service area spaces such as, for instance, the Reg Erhardt Library.
3. Inquiries about filming Saitsa employees/directors/sponsors, Saitsa events, programs or Saitsa locations, etc. must be directed to Saitsa. For more information, go to: <https://saitsa.com/mediainquiries/>. Note that Saitsa is exempted from the requirements set out in paragraphs 2, 5.d), 7 and 8 of this procedure.

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4. The filming of youth involved in SAIT events or youth activities, including, for instance, dual-credit programs, camps, programming for youth, etc., is governed by procedures [AD.1.12.1 Protection of Minors](#) and [AD.1.12.2 Youth Activities on Campus](#). Contact the Youth Initiatives Office at [youth.programs@sait.ca](mailto:youth.programs@sait.ca) for further information.
5. This procedure does not apply to the installation, use and destruction of CCTV surveillance at SAIT, which is governed by procedure [AD.4.4.1 Closed Circuit Television Video Surveillance](#).
6. This procedure does not apply to filming by or in relation to remotely piloted aircraft systems (or drones), which is governed by procedure [AD.4.6.1 SAIT's Use of Remotely Piloted Aircraft Systems](#).

## PROCEDURE

1. A production company wishing to carry out independent filming on the SAIT campus must sign SAIT's Filming Location Agreement before it is able to do so. Contact the Commercial Services department at 403.210.4553 for further information.
2. A production company carrying out filming on SAIT's behalf on the SAIT campus is governed by the terms of the contract it has signed with the SAIT school/department with which the production company has contracted.
3. A media organization wishing to film SAIT employees requires prior approval from SAIT to do so, and must contact Communications at <https://www.sait.ca/media-centre>.
4. Media organizations, members of the SAIT community or other individuals wishing to film Sait's employees/directors/sponsors, Sait's events, programs or Sait's locations, etc. require prior approval from Sait's to do so, and must contact Sait's at <https://sait.ca/media-inquiries/>.
5. A member of the SAIT community may not film another member of the SAIT community through any means or on any media except:
  - a) With the consent of those being filmed, as per paragraph 7 of this procedure;
  - b) As part of an approved accommodation, where a student registered with Accessibility Services has an approved accommodation that includes filming lectures or labs as per procedure [AC.3.16.1 Accommodations for Students with Disabilities](#) and as governed by the Accessibility Services Recording Agreement;

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- c) Where related to assessments of learning/for learning in an academic program or course and as governed by the requirements of that program or course;
  - d) As approved by Communications; or
  - e) Where incidental to the intended subject of a filming or where the individuals filmed are not identifiable.
- 6. Members of the SAIT community carrying out filming must comply with procedure [ER.1.2.1 Social Media](#).
  - 7. Filming people attending or participating in a SAIT public event, such as, for instance, at a convocation ceremony or a sporting event, does not require consents or releases from attendees or participants. However, depending on the nature of the event, signage may need to be posted indicating that filming is occurring and how the filming will be used. For further information, contact Communications at <https://www.sait.ca/media-centre>.
  - 8. Filming an identifiable individual for marketing or communication purposes requires that individual to complete and sign SAIT's [photography, video, testimonial consent and release form](#), which is Schedule A, an associated document to this procedure. Subject to Governing Principle 4, filming an identifiable minor requires the minor's parent/guardian to complete and sign that release. Failure to obtain a signed release may result in a complaint to the Office of the Information and Privacy Commissioner of Alberta. For further information, contact Communications at <https://www.sait.ca/media-centre>.
  - 9. A member of the SAIT community who breaches this procedure may be subject to proceedings under procedures [HR.4.4.1 Corrective Action](#), [HR.4.10.1 Respectful Workplace and Learning Environment](#), and/or [AC.3.4.4 Student Non-Academic Conduct](#).

## ASSOCIATED DOCUMENTS

Schedule A     [Photography / Video / Testimonial Consent and Release Form](#)

## POLICY/PROCEDURE REFERENCE

AD.4.7            [Use of SAIT's Facilities for Non-Academic Activities policy](#)  
AD.4.7.1        [Use of SAIT's Facilities for Non-Academic Activities procedure](#)

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