

# Photo Release

Cooperative Extension has adopted an official release form for use by all faculty and staff who publish pictures and/or video in which people appear. If an individual is identifiable in an image published in an electronic or hardcopy format, and they are not employed by UWEX, you must have a signed release form on file. Photographs taken at public events and in public spaces do not require written consent unless an individual is singled out and identifiable in the photo.

Consent is not needed to photograph groups of people in a public place. Individuals are protected by privacy laws in settings where they might reasonably expect privacy. **When in doubt, get written consent.**

In the case of children and youth under the age of 18, the release must also be consented to and signed by a parent or guardian.

It is the responsibility of faculty and staff to verify the existence of this form before publication and to keep it on file as long as the materials are published or for a reasonable time thereafter in the case of printed materials.