

Media Opt-Out Form

About this form

This form is for all Hamline University students, staff, faculty, and visitors who do **NOT** want any image, photograph, and/or video or audio presence captured of them by Hamline University for communications, marketing, or publicity purposes.

This form must be completed by any individual who does **NOT** give permission for their photo, audio, or video images or recordings to appear on the Hamline University website or other digital channels, in print publications, and/or for other University purposes. This form will remain valid for the remainder of your attendance or employment at Hamline University unless revoked by you or otherwise amended in a University-wide policy change.

Please keep in mind that photos obtained in public spaces or events may be used by Hamline University and do not require authorization. Also, it is your responsibility to notify Hamline employees and photographers/videographers that you have signed this media opt-out form and you should try to remove yourself from places where photographs or recordings are taking place.

This form must be **completed and returned** to the Hamline University Marketing and Communications Department at the contact information below:

Email: mcs@hamline.edu

Mail: Hamline University, Marketing and Communications, MS-C1916, Saint Paul, MN 55104

Do not use my image for any marketing, communications, or public relations purpose.

I am aware that this form does NOT apply to public spaces and events and that it is my responsibility to notify proper personnel that I have signed this form and do not wish to have my image used. I also understand that it is my responsibility to remove myself from areas where my image may be taken and used. Failure to follow this protocol may result in the use or publication of my image and can be treated as consent to use my image for any purpose Hamline University deems appropriate.

I am a: student employee visitor

Name (Print): _____

Signature _____

Signature of parent or guardian (if under 18 years of age); _____

Email address: _____

Phone: _____

I acknowledge that I must be available and responsive if contacted about the use of my image as the university may not have knowledge of my likeness in order to ensure it is not included and that I may have to supply such if requested.