



Trinity Hall media engagement policy

- 1) Trinity Hall not infrequently attracts widespread media attention at a local, national or international level. The College's aim is to engage with and respond to the media in an effective and constructive manner that reflects its mission and standards.
- 2) It is recognised that academic freedom is a fundamental principle of the College. All members of the College, within those bounds set by national law, have the right to express their own personal views to the media at any time. The College's Freedom of Speech policy may be found on the College's website. Members of the College are encouraged to consult with the Bursar first and foremost should they have any questions, suggestions or concerns about media engagement or other public communications; the Bursar may then consult other College Officers as he or she sees fit.
- 3) Equally, the College's interaction with the media should be managed in order to build and protect its public reputation and those of its members.
 - a. To achieve this, the College may from time to time authorise the University's Office of External Affairs and Communications to speak on its behalf.
 - b. All statements to the media regarding the College or its policies, whether made by the Office of External Affairs and Communications on behalf of the College, or made directly by College members, must be approved by the Bursar, acting in concert with the Master and Senior Tutor.
- 4) Anyone who seeks to film, photograph or carry out audio recordings within the College grounds or premises for publication, commercial or promotional purposes must submit to the Bursar in writing detailed information about the proposed project at least one week in advance, including:
 - Locations requested
 - Date and time of shooting
 - Length of shooting
 - Number of people involved in each day's shooting
 - Type of activity to be filmed, taped or photographed
 - List of equipment and vehicles used in connection with the project
 - Sizes and composition of structures that will be used in the shoot

The Bursar will contact relevant College Officers in considering any request and may seek additional information concerning it. Photography and filming/taping will only be allowed when it is least likely to disrupt the College's normal academic activity, and does not risk reputational damage, though applicants should note that the College reserves the right to



refuse permission without explanation. The privacy of College members must be respected at all times; this includes the capturing of images. The College is entitled to make a charge for permitting filming, photography or recordings in College. The level of any such charge is at the discretion of the Bursar.

- 5) Any incoming media enquiries should be referred first to the Bursar, who may then consult other College Officers or refer the enquiry on to others.
- 6) Any and all media engagement must adhere to Trinity Hall's data protection and privacy policies.
- 7) The University's Office for External Affairs and Communications provides advice and support to academic staff concerning media relations. Members of academic staff who are engaged in research in particular are encouraged to take up this opportunity.