Media Release Policy

Policy Number	410.02.02	**Custodian**	Marketing & Communications Specialist
Approved Date	6/24/2024		
Effective Date	6/24/2024	**Review Date**	April 2021
References: Student Handbook, Employee Handbook			

1. Purpose

To ensure the privacy of students, staff, and guests is respected throughout White Earth Tribal and Community College (WETCC).

2. Persons Affected

2.1. Students
2.2. Faculty
2.3. Staff

3. Policy

This policy is to ensure the following:

3.1. It is the policy of WETCC that any student, faculty member, or staff person who is visibly recognizable in any form of media that is released to the public authorize the release in advance by signing the Media Release Form.

Any individual who does not have an authorized Media Release form on file with either the Associate Dean of Student Services, Customized Ed Coordinator or the Human Resources department will not be depicted in media released to the public.

A Media Release Form is not needed for events that are open to the public.

4. Definitions

4.1. Media includes photography, audio and visual recordings.

5. Procedures

5.1. It is the responsibility of all staff to comply with this policy, especially when using media for publications
5.2. The Marketing & Communications Specialist is responsible to ensure Media Release Forms are on file for any student or staff person who is visibly recognizable in media before releasing any media to the public.

5.3. The Associate Dean of Student Services and/or Customized Ed Coordinator will ensure all students have a signed Media Release Form on file. The form will be maintained in each individual student's file.
5.4. The Human Resources department will ensure all employees sign a Media Release Form. The form will be maintained in each individual employee's personnel file.

Revision History

Rev. Date	Rev. No.	Revision
6/24/2024	2.	Housekeeping; New Format
4/20/2021	1.	Original