USER GUIDE – TALENT RELEASE/PERMISSION TO USE FORM

When should the form be used?

The form should be used in circumstances where SCU wishes to take photographs, make a sound recording, or make an audiovisual recording (**Recording**) of an event/activity which occurs on SCU's premises or at the request or direction of SCU.

The form should be completed and signed by all academics, students and third persons who will feature in the event/activity.

What is the purpose of the form?

The primary purpose of the form is to obtain the author/performer's permission to use his or her name, likeness, voice and biographical material in connection with the event/activity and the Recording. The form also gives SCU the ability to use the Recording in the future.

What must I do when completing the form?

When completing the form, please ensure that:

- the form is dated;
- the author/performer's name, address and telephone details are recorded accurately;
- the event/activity is clearly described;
- one or more of the boxes in clause 1 have been ticked in order to indicate the nature of the Recording; and
- the form is signed by both the author/performer and a witness.

What do I do if the author/performer wishes to impose certain conditions on his or her participation in the event/activity?

Provided that any such conditions are satisfactory to SCU, they should be noted in clear and concise language in the "special conditions" section which appears at the end of the form.

> *For example, if the author/performer, objects to the Recording being published online, the special conditions should note "The Recording must not be published online".*

What do I do with the form once signed?

The original form signed by the author/performer is an important document and must be sent to SCU's Legal Office for safe keeping. A copy of the form signed by the author/performer must also be retained by the department responsible for the event/activity.

Who will own copyright in the Recording?

In most cases, copyright in the Recording will be owned by SCU. However, ownership of copyright is often complex and must be assessed on a case by case basis. For academics and students, ownership of copyright is dealt with in SCU's *Intellectual Property Rights* policy (policy no. AD014). For further information, please contact SCU's Legal Office.