

Media & Photography Consent Policy

The Newberry Institute, Inc.

Last updated: June 30, 2025

1. Purpose

The Newberry Institute, Inc. (“TNI” or “the Institute”) values the power of storytelling and visual documentation to promote our mission, celebrate community impact, and engage supporters. Through photography, video, audio, and other forms of media, we are able to share the transformative work taking place across our programs.

This Media & Photography Consent Policy outlines how TNI obtains, uses, stores, and protects media content involving individuals participating in or affiliated with our activities. It ensures that privacy, dignity, and informed consent remain central to our communications and outreach.

2. Scope

This policy applies to all photographs, videos, audio recordings, livestreams, and digital or print media that include identifiable images, voices, or personal information of:

- Program participants and beneficiaries
- Event attendees and community members
- Volunteers, interns, and staff
- Board members and partner representatives
- Visitors to TNI sites, events, or program spaces

It governs both media captured directly by TNI and media shared with us by third-party partners, vendors, or journalists.

3. Consent Guidelines

TNI seeks informed consent prior to capturing or publishing any identifiable media featuring individuals. Consent may be obtained through one or more of the following:

- Signed Media Consent Forms: Required for minors and strongly encouraged for adults participating in ongoing programs.
- Event Registration Language: For public events, consent may be embedded in registration forms with opt-out provisions clearly stated.
- Verbal Consent: For spontaneous or informal settings, especially in community gatherings, verbal consent may be obtained where appropriate.
- Signage and Notices: At events or public programs, TNI may post notices indicating that photography or video recording is taking place and informing attendees of their rights.

In all cases, TNI will honor requests not to be photographed or recorded.

4. Use of Media

TNI may use approved media content for the following purposes:

- Organizational website, blog, or social media platforms
- Donor reports, grant applications, and impact stories
- Newsletters, flyers, and brochures
- Educational or training materials
- Press releases and earned media
- Program documentation and internal reporting
- Promotional campaigns or event recaps

Names and identifying details are generally not included unless consent is explicitly provided.

5. Media Involving Minors

Special protections apply to children and youth under the age of 18:

- Parental or Guardian Consent is required in writing prior to capturing or using any media featuring a minor.

- TNI staff and volunteers are trained to avoid photographing minors without prior authorization.
- In school or group settings, blanket consents may be obtained through the partner organization, provided families have been given an opportunity to opt out.

TNI will not publish any media of minors in compromising, unsafe, or undignified contexts under any circumstances.

6. Right to Withdraw Consent

Anyone who has previously granted consent may withdraw it at any time. Upon receipt of a written request:

- TNI will cease future use of the media
- Reasonable efforts will be made to remove the image or content from online platforms
- Archival use or printed materials already distributed may not be recalled but will not be used in future editions

Withdrawal requests should be sent to: media@thenewberryfoundation.org

7. Storage and Access

All media files are stored securely on TNI-managed platforms with access restricted to authorized staff and contractors. TNI takes steps to prevent unauthorized access, editing, or distribution of media materials.

8. External Media and Partners

Media professionals, partners, or journalists seeking to capture or publish content on TNI activities must:

- Seek written permission from TNI prior to filming or photographing
- Obtain independent consent from individuals featured in their media

- Credit TNI where relevant and comply with applicable copyright, privacy, and ethical standards

TNI reserves the right to deny or limit external media access when necessary to protect the dignity, safety, or preferences of community members.


9. Questions and Contact


For questions about this policy, to grant or withdraw consent, or to request access or removal of existing media content, contact:

The Newberry Institute, Inc.

89 Commerce St

Hawkinsville, GA 31036, USA

 Email: media@thenewberryfoundation.org

 Phone: 478-285-9358