

Photo/Video Usage Policy & Procedures

It is the policy of the Grant Professionals Certification Institute (GPCI) to obtain written consent from a participant of a program or event that GPCI hosts in order to publish their image (photo or video) for use in the GPCI print, online and video-based marketing materials, as well as other GPCI publications.

This includes but is not limited to: Printed matter (brochures, postcards, participant guides, flyers, rack cards, advertising, etc.); Social media; Website; and/or Video.

The Photo/Video Release Form, as provided by GPCI, is the required form that must be provided to a participant in order to secure authorization and permission to use an image.

GUIDELINES

1. A release form must be signed by all participants at the time of being photographed or videotaped, or before any images of that participant are used. Once a release is signed Images may be used immediately in such instances as:
 - a) Day-of postings on Facebook/LinkedIn/Instagram/SnapChat/other
 - b) Post-event recaps on website
2. Future use of images in any print or electronic format is allowed unless and until a participant contacts GPCI in writing to cease use of the image. In such a case, GPCI will comply by removing images as soon as possible from electronic sources, and in a reasonable amount of time from printed sources.

PROCESS

1. The GPCI representatives who create, produce or edit materials that require the use of a participant's image will identify individual(s) in the image and contact the person/people for permission. The request for permission will include the Photo/Video Release Form in order for the individual to sign and return.
2. If an image reflects more than one individual, ALL the individuals must provide consent.
3. "Crowd shots" may be used without obtaining consent.
4. GPCI is responsible for securing all the release forms for any project and creating an electronic archive of the scanned forms.



Photo/Video Release Form

I hereby authorize the Grant Professionals Certification Institute (GPCI) to publish photographs/videos taken of me on the date of _____, and my name and likeness, for use in the GPCI print, online and video-based marketing materials, as well as other GPCI publications.

I hereby release and hold harmless GPCI from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs/videos or participation in GPCI marketing materials or other GPCI publications. I acknowledge and agree that publication of these photographs/videos confers no rights of ownership or royalties whatsoever.

I hereby release GPCI, its contractors, its representatives, and any third parties involved in the creation or publication of marketing materials, for liability of any claims by me or any third party in connection with my participation.

I understand that this release form will remain active, unless I contact GPCI in writing, to request that my image no longer be used. I also understand that, based on how the image was used, that reasonable time must be afforded to GPCI to comply with my request.

AUTHORIZATION:

Signature

Date (Effective Date)

Printed Name

Policy Number: 5.00009
Approved: 03/02/2017, 08/02/2018