

**PHOTO AND VIDEO PERMISSION AND RELEASE**

**OVERVIEW**

This document briefly describes WSBA's process for protecting individual rights when taking pictures or videos, including Zoom (or other video conferencing platform) of WSBA events.

WSBA recognizes that state law provides a property right in the use of an individual's photograph, voice, and likeness in many situations. WSBA strives to be proactive in obtaining photo and video permissions at its in-person and virtual events. All documentation of photo permission will be retained according to WSBA's document retention schedule.

**PRINTED PUBLICATIONS**

**This applies to you if:**

- You submit written material containing photos or video for printed publication.
- Printed Publications include, but are not limited to, *Washington State Bar News* magazine, newsletters, and program/event/organizational materials.

**What you need to do:**

- Request written permission from all individuals before submitting photos or recordings for publication.
- Submit copies of the written permission (copy of e-mail correspondence, permission form, or other written forms) with your publication.

**ELECTRONIC CHANNELS**

**This applies to you if:**

- You photograph, record, or livestream any WSBA events.
- This includes pictures, video, recording, or livestreaming for WSBA website, blog, or social media.

**What you need to do:**

- Notify everyone attending your event that you will take pictures, videos, or livestream-before you start.
- Allow an opportunity for attendees to leave the event, or opt out of pictures/video.
- Obtain permission for each picture or video posted in a blog or on social media.
- Written permission is best, but verbal permission is acceptable.

**What WSBA will do:**

- If WSBA receives a complaint about the photo or video, it will be removed from the website, blog, or social media account.

**PHOTO AND VIDEO RELEASE AUTHORIZATION LANGUAGE**

When seeking consent, use this language:

I authorize and consent to being photographed and/or videoed at this event, and to the display, reproduction, and alteration or other use of any photographs or videos of me, or in which I may be included with others, in connection with publications of the WSBA in any type of media, whether print or electronic, including for purpose of promotion of WSBA events and programs, irrespective of topic or purpose. I hereby release the WSBA from all liability in connection with the publication and future use of my name and likeness and the photographs or videos identified above.