

Guidelines on photographing, filming and sound-recording on the Karolinska Institutet premises

Ref. No 1-317/2021

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**Karolinska
Institutet**

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1 Introduction

Transparency and accessibility are essential to disseminate information about the research, education and other activities conducted at Karolinska Institutet (KI). These guidelines focus on the interest of transparency and to protect KI and KI's activities. KI therefore needs to ensure that all photographing, filming and sound-recording (herein under referred to simply as "recording") on its premises does not interfere with or harm KI's activities, staff, students and stakeholders, or compromise safety and security.

Recording on the KI premises requires a permit unless it is for private use or done at the request of the university.

By "KI premises" is meant all spaces that KI has the right to use for its activities. External environments are not covered by these guidelines, but care must be taken to ensure security/safety and emergency access.

Separate rules apply to vital installation.

2 Purpose

These guidelines shall provide support for decision-making on whether recording is permissible on a case-by-case basis and to create consistency in how such matters are handled.

The guidelines allow a degree of individual variation and thus provide a certain margin of discretion.

3 Exemptions

Private individuals recording for their own use need no permit¹ unless otherwise notified (e.g. students wishing to record lectures or the like).

4 Permission

Recording on KI premises, such as laboratories and lecture halls, requires the consent of the researcher/teacher in charge. Recording may only be done in offices by agreement with the official occupant(s).

Whoever is in charge of a department may permit recording in the premises it has at its disposal. The University Administration press office can assist on such matters.

No such permission is required for outdoor recording, but anyone requesting to do so should be advised that KI's buildings are not to be used for commercial purposes or in a way that might impact on or damage KI's reputation.

¹ Chap. 2 article 12 of the Act on Copyright in Literary and Artistic Works (1960:729)

Special permission is required for recording in the University Library and the Medical History and Heritage, and is granted at the discretion of the respective library director.

Recording on KI premises leased for events etc. is covered by the terms and conditions stated in the booking confirmation or in the leasing agreement.

5 Terms and conditions

- Non-news recording, such as the making of feature films and advertisements, is only permitted in exceptional cases once an overall appraisal has been made with respect to KI's values, the KI brand, safety and insurance concerns and the degree of impact on KI's activities and resources.
- No recording may be done in open spaces during opening hours that can interfere with the work of students, researchers and other members of staff.
- Recording in perimeter-protected (i.e. locked) premises requires the presence of a member of KI staff at all times.
- Copyright-protected objects may not be recorded and publicised without the consent of the copyright holder, which must be obtained by prior written agreement. KI takes no responsibility for how such recordings are used.
- Recording may not impinge upon safety or security at KI or block access by the emergency services.
- Common spaces may only be recorded by agreement with the people concerned and provided that no one else in the premises objects to or is clearly disturbed by it.
- Recording may not take place in the university's cafés or restaurants.
- When recording, it is the responsibility of the permitted recorder(s) to ensure compliance with the prevailing regulations, decisions and permits.

6 Requests

Requests to record on the KI premises are to be sent to communicationsoffice@ki.se by no later than two days before the planned recording.

Requests shall contain the following details:

- the identity of the recorder(s)
- the purpose of the recording
- the location of the recording
- the date and time of the recording
- the equipment to be brought and used
- (if filming) the size and names of the film team
- contact details (name, telephone number and email) of the person in charge of the recording.