

Document facilitator: Senior External Communications Advisor

Senior document owner: CCDHB Communications Manager

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Type: **Policy**

Name: **Filming by external organisations on CCDHB premises**

Purpose

This policy outlines how we respond to requests from external organisations to film on CCDHB premises.

Scope

This is a CCDHB-wide policy. It includes, but is not limited to filming movies or documentaries, advertising, TV shows, photo shoots, or audition tapes.

This does not apply to:

- Patients and families filming for personal reasons, such as parents photographing their new born child.
- CCDHB staff recording or filming for routine clinical purposes or as part of ethics committee-approved research.
- External organisations contracted or requested by CCDHB to film onsite (such as for promotional or educational purposes).
- News media in the course of their day-to-day news coverage, with permission from the communications unit.

Definitions

External organisations

This includes any group, individual, organisation or charity external to CCDHB. It also includes staff carrying out filming on behalf of an external organisation or for purposes unrelated to their role at CCDHB.

Filming

Filming is the recording of images and audio. This includes, but is not limited to, photography, audio recording, or videoing.

Filming on CCDHB premises

CCDHB premises are working facilities. The DHBs approach is to restrict the use of filming by external organisations on its premises to reduce the potential disruption to health services and to protect the privacy of patients, visitors and staff.

No external organisations may film on CCDHB premises without the express permission of the communications unit.

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Any visits by external organisations to CCDHB premises to reconnoitre potential filming sites must be approved by the communications unit.

A member of the communications unit, or delegate, will escort external organisations while filming or reconnoitring potential filming sites on CCDHB premises.

Requests

External organisations wishing to undertake filming on CCDHB premises must contact the communications unit. Approaches to staff or other departments must be referred to the communications unit.

The communications unit must be provided with any and all information it requires to properly assess the request to film on CCDHB premises. Refer to appendix 1 for a copy of the filming request form.

The communications unit will liaise with relevant staff to assess the request and determine whether it is appropriate.

The communications unit will give the external organisation written notification of the outcome within five business days.

As a Crown entity we follow the Code of Conduct for State Services which states we must be impartial. It isn't appropriate for external organisations to carry out filming on CCDHB premises that has, or could be perceived to have a political agenda.

Filming requirements

CCDHB premises are working facilities. Staff are authorised to stop the filming at any time should they feel uncomfortable or feel the filming is affecting patient care or behaviour.

If staff ask for filming to stop, or for areas to be vacated, the external organisation must comply immediately.

External organisations must observe CCDHB health and safety, emergency and evacuation procedures. Facilities management would provide this briefing in advance, along with other instructions deemed relevant to the activity.

External organisations must also provide, in advance their own health and safety management plan specific to the activity they propose carrying out on CCDHB campuses.

Any deviations from the agreed plan or timetable must be discussed with, and approved by, the communications unit.

All CCDHB premises are smokefree. External organisations and their staff or contractors must comply with the no-smoking rule while onsite.

Premises and equipment

CCDHB premises must be left in the same condition as they are found. Equipment and other items are not to be used or moved unless previously agreed.

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Lights or equipment used by the external organisation must not interfere with the running of CCDHB premises.

Depending on the size of the production, external organisations may not be permitted to use CCDHB facilities. If this is the case filming must be self-contained with external organisation providing bathroom facilities, power generators, telecommunications, catering, and so on. This decision will be made by the communications unit.

Consent

The privacy of staff, patients and visitors are paramount at all times. No staff, patient, or member of the public may be filmed on CCDHB premises without written consent from the individual, and permission from the communications unit.

Clinical procedures can only be filmed with permission from the clinical director or clinician in charge, written consent from the patient, and permission from the communications unit. The external organisation is responsible for obtaining consent.

Staff, patients and visitors reserve the right to withdraw consent at any time up to, during, or seven days after filming. If consent is withdrawn, the individual must be rendered unidentifiable or removed from the footage or the footage cannot be used.

Security

The external organisation must provide the communications unit, in advance, the names of individuals involved in filming that will be on CCDHB premises at any time.

Individuals must have clear identification. Anyone on CCDHB property that is not listed, or lacking appropriate identification, will be escorted offsite.

Parking

The external organisation must provide the communications unit, in advance, the registration number of all vehicles involved in the filming that will be on CCDHB premises at any time.

Vehicles that have not paid for parking, and are not listed with parking services, will be ticketed and/or towed from CCDHB premises and recovered at the owner's cost.

Insurance and legal requirements

CCDHB must be named a co-insured on the external organisations liability insurance for an amount not less than \$5million. A copy of the insurance policy must be on file with CCDHB's Legal Services no later than five working days before filming begins.

The external organisation will indemnify CCDHB against any claim from filming staff in relation to its activities at CCDHB premises.

The external organisation will also indemnify CCDHB against any legal action taken against it in relation to its activities on CCDHB property or otherwise.

Acknowledgments

A credit, agreed with CCDHB, will appear for no less than two seconds, or longer depending on the speed of scrolling credits, at the end of the film or production.

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For audio-only products, an agreed CCDHB credit must feature at the end of the audio and/or in the inset/booklet of the cover.

Fees

As there is a cost to CCDHB for arranging and managing film requests, there is a fee to film on CCDHB premises. Fees may be varied by the communications unit.

The fees are detailed below and are to be paid to CCDHB in advance of filming:

Filming time	Cost per day
Set up and filming for up to four hours	\$1000+GST
Set up and filming for a day	\$2000+GST
Extension of agreed filming per day	\$2500+GST

CCDHB defines a 'day' as any portion of any 24-hour period – from midnight to midnight – when individuals, equipment or vehicles are on hospital property.

Any extension beyond the agreed timeframe must be re-negotiated and approved by the communications unit.

If security is required, the external organisation will be charged twice the hourly rate for all necessary security staff.

Any other costs incurred by CCDHB, and not covered, are to be paid to CCDHB within 10 working days following the receipt of an invoice from CCDHB. These include, but are not limited to damages and parking.

References

Code of Health and Disability Consumers Rights 1996

Health Information Privacy Code 1994

Associated CCDHB documents

[External communication policy](#) capitalDocs ID 1.103085

[Medical photography and video recordings](#) capitalDocs ID 1.103054

[Patient and families filming staff](#) capitalDocs ID 1.102086

[Communication with External Healthcare Providers](#) capitalDocs ID 1.1.2051

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Appendix

Appendix 1: Filming request form

Disclaimer: This document has been developed by Capital & Coast District Health Board (CCDHB) specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at their own risk and CCDHB assumes no responsibility whatsoever.

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Appendix 1: Filming request form

Dear [Name],

This email is to acknowledge we have received your request to film on Capital & Coast DHB premises, and to seek more information.

Capital & Coast DHB premises are working facilities. Any filming by external organisation can not disrupt the delivery of health services or put the privacy of our patients, visitors and staff at risk.

In order to determine if we can support your request, we require additional information. Please complete the below form and email it to news@ccdhb.org.nz.

Once we receive the information, we will liaise with relevant staff to assess your request. We will email you with a response to your request within five business days.

Filming request form

Organisation the filming is for	
Purpose of the filming	
Location/s to film on CCDHB premises	
Dates and time of filming	
Number of people onsite at any given time	
Number and type of vehicles onsite at any given time	
Equipment being used, such as lighting	
CCDHB props required	

As there is a cost to CCDHB for arranging and managing film requests, there is a fee to film on CCDHB premises. The costs per day for filming are:

Filming time	Cost per day
Set up and filming for up to four hours	\$1000+GST
Set up and filming for a day	\$2000+GST

Regards,
[Name]

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[DATE]
[Addressee]
[Address]
[Address]
[CITY]

Dear (1) [Title] (2) [Name]

CCDHB policy – filming on CCDHB premises

Following our discussion on [Date] regarding filming/photographing/recording on CCDHB campuses, please find enclosed a copy of the CCDHB policy: Filming on CCDHB Premises.

Before commencing filming/photographing/recording, please ensure you have read the policy. If you agree with its contents, sign each copy of this letter below, keep a copy for your organisation/yourself and return a copy to me as soon as possible.

Please do not hesitate to contact me as soon as possible if you have any questions about the policy.

Regards

[Name]
[Title]

I.....duly authorised representative of

..... company declare that I have read the contents of the policy: Filming on CCDHB Premises. I agree to comply with the contents of the policy at all times.

I also agree that all other employees of.....company who will be on CCDHB premises have read the Guideline and will comply with the contents.

..... Signature

..... Date