



INSTITUT DE HAUTES  
ÉTUDES INTERNATIONALE  
ET DU DÉVELOPPEMENT  
GRADUATE INSTITUTE  
OF INTERNATIONAL AND  
DEVELOPMENT STUDIES

## **Information sheet concerning Geneva Graduate Institute Photography and Video**

### **Purpose**

The Communication department and the communication managers of other units of the Graduate Institute of International and Development Studies (hereinafter: “the Institute”) may take photos and/or videos of students and staff of the Institute for promotion of the Institute or illustrate its activities on social media during events, lectures/classes, common areas and other public areas of the Institute.

This document aims to inform you of rights contributing to the principle of transparency in the processing of your personal data.

### **Image Capture and Filming**

As a general rule, you will be informed if and when the Communication department or the communications managers plan to take photographs and/or film during an event, lecture/class or in a public area of the Institute.

This could be announced in the event registration form, by posters on-site during the event or through oral or written information.

The official photographers of the Institute are identifiable and mainly take group photos where the individuals are not the main subject.

A specific consent will be required for photo or video taken in a small and restricted circle of people (e.g. in a classroom) where an individual could be the main subject.

If you do not wish to be photographed or recorded, feel free to inform the photographer or the video maker on site.

### **Use of Images and Videos**

All photographs and videos taken by the Communication department and the communication managers are strictly used for promoting the Geneva Graduate Institute and illustrating its activities on different channels (website, social media, printed and digital publications,...).

This may include:

- Highlighting student life
- Showcasing academic achievements
- Promoting past or future events, programmes, and initiatives

Images or videos will not be used for any commercial purposes unrelated to the Institute's mission.

### **Your rights**

In accordance with the Federal Act on Data Protection (FADP) applicable to the Institute, you have several rights concerning your image which is considered personal data provided you are identifiable.

In particular, you have a right of access and information and a right to erasure of your personal data.

It means that if you identify a picture of you used on a channel managed by the Institute (website, social media,...), you can request the removal of this image. Requests can be submitted to the Communications department ([communication@graduateinstitute.ch](mailto:communication@graduateinstitute.ch)) or the Data Protection Officer ([yourdata@graduateinstitute.ch](mailto:yourdata@graduateinstitute.ch)) of the Institute.

This right of removal is not applicable to a picture where you are not clearly identifiable (e.g. crowd-picture).

The Privacy Policy of the Institute is available [at the following link](#).

### **Contact Information**

For any questions, concerns, or requests related to this information sheet, please contact the Communications department at [communication@graduateinstitute.ch](mailto:communication@graduateinstitute.ch)