



# ALMA COLLEGE

## Media Use Policy

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Any pictures or videos taken of public areas of the college, or at college-sponsored events, which may include images of students, are not considered to be private and may be used by the college for advertising and other purposes. A student who wishes to be excluded from campus photography must contact the Vice President for Communication in writing within the first two weeks of the first day of class of the fall or winter term. Requests for non-disclosure will be honored by the institution for only the current academic year, therefore, the request must be filed annually with the Communication and Marketing Office. By failing to provide such notification, you agree that the college may use your likeness.

While the campus will make every effort to honor the request of a student who wishes to be excluded from campus photography, we cannot guarantee that a student included in a group photo would not inadvertently be published. If that happens, the student may contact the Communication and Marketing Office and the electronic images will be removed from the college's website and the photo will be removed from the college archive.

No person or organization may use, copy, alter or modify Alma College photographs, graphics, videography or other similar reproductions or recordings without the advance written permission of an authorized designee in the Communication and Marketing Office at Alma College.

### Contacting us

If there are any questions regarding this privacy policy, you may contact us using the information below:  
Alma College - Communication and Marketing Office  
(989) 463-7327  
614 W. Superior Street  
Alma, Michigan 48801