

## Importing Already-Existing Media Content into Panopto

Panopto has many powerful features when it comes to sharing and uploading videos. Because of this, you may wish to upload content that was created **before** Panopto launched. For legal purposes, you will need to ensure that your video meets the below criteria, before uploading onto Panopto.

### **1) First, identify which category your already-existing content falls into**



#### **Approved for upload**

Videos that are Copyright-cleared, and **do not** contain or visually/verbally mention a past or current student, can be uploaded to Panopto without reading any further.



#### **Check waivers before uploading**

For any video that was created between September 1<sup>st</sup>, 2014 and December 21<sup>st</sup>, 2018, **and** includes, or visually/verbally mentions a past or current student, see the instructions below.



#### **Seek talent permission first**

For any video created before September 1<sup>st</sup>, 2014 that includes, or visually/verbally mentions a past or current student, you need to seek written permission from those appearing in the video, before uploading it onto Panopto.

### **2) If your content falls into the “check waivers before uploading” category, see below:**

Before uploading, you will need to ensure that you have the correct, Panopto-approved waiver(s) on file.

1. Check the list of reference waivers included in this document to see if it matches with the one(s) used in your video. Only the wording needs to match; it is acceptable if your version has a different visual layout.
2. If your waiver **matches** one of the waivers listed in this document, then you are good to upload the video onto Panopto.
3. If you **do not** have a waiver, then you cannot use or upload the video onto Panopto.
4. If your waiver **does not** match one of the reference waivers listed in this document, please connect with [panopto@humber.ca](mailto:panopto@humber.ca) for advice. We will review the waiver that has been used, and determine if the content passes legal requirements.

Reference Waiver #1

**Waiver Title:** Photo and Testimonial License for Promotional Uses  
**Origin:** Marketing & Communications



**PHOTO AND TESTIMONIAL LICENCE FOR PROMOTIONAL USES**

Thank you for volunteering to help us record and reflect student success at Humber!

By signing below, I grant The Humber College Institute of Technology and Advanced Learning ("Humber"), and its authorized agents, a perpetual, worldwide, royalty-free licence to use my name, photo(s) and/or audio, video, written testimonial, digital recordings, negatives, slides, prints or other electronic images (collectively "my Photographs"), solely to promote and advertise Humber's programs and services in any format or medium or for other consistent purposes.

Humber may edit or annotate my Photographs without restriction and I waive any right to review or approve the finished copy or use. My Photographs may be used with or without identifying me by name or affiliation.

I reserve the right to revoke my consent to Humber's future use of my name or all or part of my Testimonial for the above purposes at any time by contacting those identified below, and agree that any revocation will not apply to already published promotional or advertising materials.

I certify that I am over the age of eighteen (18) years and acknowledge that I have read and understand the contents of this Consent and Licence pursuant to Ontario's *Freedom of Information and Protection of Privacy Act*, I consent to the collection of my personal information in the form of my photographs and my name by Humber, its employees, agents and representatives to be used for the purposes and disclosed to third parties as described above.

The Humber College Institute of Technology and Advanced Learning  
Marketing and Communications Office  
416-675-6622 ext. 4211, marketing@humber.ca

<b>Name</b>		<b>Telephone #</b>
<b>Email*</b>		
<b>Student ID #</b> <small>(if applicable)</small>		
<b>Signature</b>		
Please sign here		Date
<input type="checkbox"/> Full-time Student <input type="checkbox"/> Continuing Education (CE) Student <input type="checkbox"/> Staff/Faculty		


\* By entering my electronic contact information above, I consent to the collection, use and disclosure of the personal information provided as described in the Humber Privacy Policy, and I agree that Humber may contact me at the electronic contact information provided about scheduling of interviews and photoshoots, in relation to this license.

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Rev. 18August2015



Reference Waiver #2

**Waiver Title:** Photo and Testimonial License for Promotional Uses:  
Student Model Search 2015  
**Origin:** Marketing & Communications



**HUMBER**  
Humber Institute of Technology  
& Advanced Learning  
humber.ca/brand  
Marketing and Communications

**PHOTO and TESTIMONIAL LICENCE FOR PROMOTIONAL USES**

Thank you for volunteering to help us record and reflect student success at Humber!

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You reserve the right to revoke your consent to Humber's future use of your name or all or part of your Testimonial for the above purposes at any time by contacting Humber College Marketing department, provided that you agree that any revocation will not apply to already published promotional or advertising materials.

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I certify that I am over the age of eighteen years and have read and understand the contents of this Licence and Consent. Pursuant to Ontario's *Freedom of Information and Protection of Privacy Act*, I consent to the collection of my personal information in the form of my Photographs and my name by Humber, its employees, agents and representatives to be used for the purposes and disclosed to third parties as described above.

Name	Age:
Student/N Number	
Phone or Cell #	
Email	
Signature	
Please sign here	
Date	
<input type="checkbox"/> Full-time student <input type="checkbox"/> Continuing Education (CE) student <input type="checkbox"/> Staff/Faculty	

**For internal office use only**

Image filename cross-reference

Other references (optional)



Marketing and Communications Model Search 2015

Reference Waiver #3

**Waiver Title:** Photo and Testimonial License for Promotional Uses:  
Student Model Search 2017  
**Origin:** Marketing & Communications



**PHOTO AND TESTIMONIAL LICENCE FOR PROMOTIONAL USES**

Thank you for volunteering to help us record and reflect student success at Humber!

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Humber may edit or annotate my Photographs without restriction and I waive any right to review or approve the finished copy or use. My Photographs may be used with or without identifying me by name or affiliation.

I reserve the right to revoke my consent to Humber's future use of my name or all or part of my Testimonial for the above purposes at any time by contacting those identified below, and agree that any revocation will not apply to already published promotional or advertising materials.

I certify that I am over the age of eighteen (18) years and acknowledge that I have read and understand the contents of this Consent and Licence pursuant to Ontario's *Freedom of Information and Protection of Privacy Act*, I consent to the collection of my personal information in the form of my photographs and my name by Humber, its employees, agents and representatives to be used for the purposes and disclosed to third parties as described above.

The Humber College Institute of Technology and Advanced Learning  
Marketing and Communications  
416.675.6622 Ext 4211

<b>Name</b>		<b>Telephone #</b>
<b>Email*</b>		
<b>Student ID #</b> <small>(if applicable)</small>		
<b>Signature</b>		
<b>Please sign here</b>		<b>Date</b>
<input type="checkbox"/> Full-time Student <input type="checkbox"/> Continuing Education (CE) Student <input type="checkbox"/> Staff/Faculty		

\* By entering my electronic contact information above, I consent to the collection, use and disclosure of the personal information provided as described in the Humber Privacy Policy, and I agree that Humber may contact me at the electronic contact information provided about scheduling of interviews and photoshoots, in relation to this license.



Reference Waiver #4

**Waiver Title:** Photo and Testimonial License for Promotional Uses:  
For Minors (rev May 2016)

**Origin:** Marketing & Communications



**PHOTO AND TESTIMONIAL LICENSE FOR PROMOTIONAL USES**

Thank you for volunteering to help us record and reflect student success at Humber!

By signing below, I grant The Humber College Institute of Technology and Advanced Learning ("Humber"), and its authorized agents, a perpetual, worldwide, royalty-free license to use my name, my child's name, photo(s) and/or audio, video, written testimonial, digital recordings, negatives, slides, prints or other electronic images (collectively "my Photographs"), solely to promote and advertise Humber's programs and services in any format or medium or for other consistent purposes.

Humber may edit or annotate my Photographs without restriction and I waive any right to review or approve the finished copy or use. My Photographs may be used with or without identifying me by name or affiliation.

I reserve the right to revoke my consent to Humber's future use of my photographs or all or part of my Testimonial for the above purposes at any time by contacting those identified below, and agree that any revocation will not apply to already published promotional or advertising materials.

I certify that I am:

over the age of eighteen (18) years and the parent or legal guardian of the student named below,

and acknowledge that I have read and understand the contents of this Consent and License pursuant to Ontario's *Freedom of Information and Protection of Privacy Act*. I consent to the collection of my personal information in the form of my photographs and my name by Humber, its employees, agents and representatives to be used for the purposes and disclosed to third parties as described above.

Humber College Institute of Technology and Advanced Learning

Parent/Guardian Name		Telephone #	
Name of Student (minor)			
Humber Student Email		Humber Student ID	
Parent/Guardian Signature			

Please sign here

Date

Connection to Humber:

Full-time or Continuing Education (CE) Student  Child Care Centre Registrant  Camp Registrant  Other \_\_\_\_\_

\* By entering my electronic contact information above, I consent to the collection, use and disclosure of the personal information provided as described in the Humber Privacy Policy, and I agree that Humber may contact me at the electronic contact information provided about scheduling of interviews and photohoots, in relation to this license.

Internal:

Academic School or Business Unit Name and Contact issuing this license: \_\_\_\_\_

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Rev. 13 May 16



Reference Waiver #5

**Waiver Title:** Student Works Consent Form (rev July 2014)

**Origin:** Marketing & Communications



**Student Works  
LICENCE FOR  
PROMOTIONAL USES**

Thank you for volunteering to help us record and reflect student success at Humber!

By signing below, I grant Humber College Institute of Technology & Advanced Learning ("Humber"), and its authorized agents, a perpetual, worldwide, royalty-free licence with regards to audio or visual work developed, crafted or created in the course of my studies at Humber (collectively "my work"), solely to promote and advertise Humber's programs and services in any format or medium or for other consistent purposes.

*During the course of my studies provided by Humber, I may create works as part of my academic assessment or for my studies generally. Humber understands that I own the intellectual property rights for my works and that this consent form is not meant to transfer my ownership. I give permission to Humber to use my works and/or my name as stated above.*

*Humber may edit or annotate my work without restriction and I waive any right to review or approve the finished copy or use. My work may be used with or without identifying me by name or affiliation.*

By signing below, I reserve the right to revoke my consent to Humber's future use of my name or my work for the above purposes at any time by contacting Humber below, provided that I agree that any revocation will not apply to already published promotional or advertising materials.

Humber College Institute of Technology & Advanced Learning

\_\_\_\_\_  
Humber Staff issuing this consent form

416-675-6622 ext. \_\_\_\_\_

I certify that I am over the age of eighteen years and have read and understand the contents of this Licence and Consent. Pursuant to Ontario's *Freedom of Information and Protection of Privacy Act*, I consent to the collection of my personal information in the form of my work and my name by Humber, its employees, agents and representatives to be used for the purposes and disclosed to third parties as described above.

Name	
Phone Number	
Email	
Humber Student ID #	
Signature	
	Please sign here <span style="float: right;">Date</span>
<input type="checkbox"/> Full-time Student <input type="checkbox"/> Continuing Education (CE) Student	



Humber Student Works Consent July 2014  
Issued by Marketing and Communications

Reference Waiver #6

**Waiver Title:** Personal Release Form

**Origin:** Humber School of Media Studies & Information Technology

**PERSONAL RELEASE FORM**

Date: \_\_\_\_\_

PRODUCTION NAME: \_\_\_\_\_ /Humber College

Production Company: \_\_\_\_\_

Address: \_\_\_\_\_

I, the undersigned, hereby grant permission to \_\_\_\_\_  
("Producer/Production Company) to photograph me and to record my voice, performances,  
poses, acts, plays and appearances, and use my picture, photograph, silhouette and other  
reproductions of my physical likeness and sound as part of the production called, \_\_\_\_\_  
\_\_\_\_\_, ("the Picture") and unlimited distribution, advertising,  
promotion, exhibition and exploitation of the Picture by any method or device now known or  
hereafter devised in which the same may be used, an/or incorporated and/or exhibited and/or  
exploited.

I agree that I will not assert or maintain against you, your successors, assigns and licensees, any  
claim, action, suit or demand of any kind or nature whatsoever, including but not limited to,  
those grounded upon invasion of privacy, rights or publicity or other civil rights, or for any other  
reason in connection with your authorized use of my physical likeness and sound in the Picture as  
herein provided. I hereby release you, your successors, assigns and licensees, and each, from  
and against any and all claims, liabilities, demands, actions, causes of action(s), costs and  
expenses whatsoever, at law or in equity, known or unknown, anticipated or unanticipated, which  
I ever had, now have, or may, or shall hereafter have by reason, matter, cause or thing arising  
out of your use as herein provided.

I affirm that neither I, nor anyone acting for me, gave or agreed to give anything of value to any  
of your employees, volunteers, students or any representative of any company associated with  
this production, for arranging for my appearance in the Picture.

I have read the foregoing and fully understand the meaning an effect thereof and, intending to  
be legally bound, I have signed this release.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

\_\_\_\_\_  
If a minor, Guardian's Signature

AGREED AND ACCEPTED TO

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Address

By:

\_\_\_\_\_  
Producer

\_\_\_\_\_  
Phone Number

## Reference Waiver #7

**Waiver Title:** Humber Curriculum Recording Contract  
**Origin:** Humber School of Creative & Performing Arts



**Humber Institute of Technology  
& Advanced Learning**  
3199 Lake Shore Blvd. W.  
Toronto, Ontario, Canada M8V 1K8  
Tel 416.875.8822  
www.humber.ca

### Humber Curriculum Recording Contract

I, (artist name printed) \_\_\_\_\_ #(student number) \_\_\_\_\_  
agree to the following terms and conditions regarding the use of photographs and audio and video recordings taking place as part of the curriculum of studies at Humber College. This applies to the 4-year Bachelor of Music Degree, and the 1-year Introduction to Commercial/Jazz Performance Certificate program. This includes any and all recordings, photographs and videos that relate to the delivery of classes, ensembles, recitals, concerts, or any other Humber curriculum-related recording.

For the purpose of this document, the term 'Artist' refers to the signee below, and the term 'Humber College' refers to the Humber Institute of Technology & Advanced Learning.

1. The Artist retains all intellectual copyrights to their compositions.
2. The Artist can receive a copy of any recorded audio files upon request, provided they were directly involved in the recording as composer or performer.
3. The Artist is responsible for obtaining rights and clearances to record copyrighted material, such as 'cover tunes' or samples.
4. The Artist reserves the right to use copies of the recorded files for any use, but in doing so assumes all legal responsibilities for copyrights and clearances.
5. Humber College and its employees cannot be held responsible for the recording of material that is not original.
6. All recorded files and finished recording are property of Humber College.
7. Humber College reserves the right to use the recordings, videos, and/or photos for any educational, promotional purpose, or enterprise deemed appropriate by Humber College, on any medium including broadcast, picture, video, film, audio, digital, internet, or any future medium.
8. Humber College and its employees cannot be held responsible for the loss or damage of any recorded sound files, nor that of any equipment that is brought into the recording studio.
9. Humber College makes no guarantee to the Artist about the quality or completeness of any recording.
10. Humber College and its employees cannot be held responsible for the release of sound files onto the internet or any other medium.

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Reference Waiver #8

**Waiver Title:** Photo and Testimonial License for Promotional Uses  
**Origin:** Marketing & Communications



### PHOTO AND TESTIMONIAL LICENCE FOR PROMOTIONAL USES

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The Humber College Institute of Technology and Advanced Learning  
Marketing and Communications Office  
416-675-6622 ext. 4211, [marketing@humber.ca](mailto:marketing@humber.ca)

<b>Name</b>		<b>Telephone #</b>
<b>Email*</b>		
<b>Student ID #</b> <small>(if applicable)</small>		
<b>Signature</b>		
Please Sign here		Date
<input type="checkbox"/> Full-time Student <input type="checkbox"/> Continuing Education (CE) Student <input type="checkbox"/> Staff/Faculty		

\* By entering my electronic contact information above, I consent to the collection, use and disclosure of the personal information provided as described in the Humber Privacy Policy, and I agree that Humber may contact me at the electronic contact information provided about scheduling of interviews and photoshoots, in relation to this license.

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Rev. 18August2015



Reference Waiver #9

**Waiver Title:** Transcription Release

**Origin:** Humber School of Creative & Performing Arts - School for Writers



**TRANSCRIPTION RELEASE**

I, the undersigned, grant to the Humber College Institute of Technology and Advanced Learning, its agents and assigns, a non-exclusive, non-commercial, royalty-free licence to record, transcribe, abridge, quote, post online and generally use talks presented at Humber School for Writers workshops, solely for promotion, publicity, fund-raising, recruitment and other non-commercial purposes related to the School for Writers.

Signed

Date

---

Signature

---

Print Name