



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Photo Policy

Revised 04-04-15

1. **Permission:** During the course of the internship year, photos of fellows, their family members, and faculty will be taken or collected on varied occasions by faculty, fellows, and professional photographers. This policy is distributed to fellows and faculty to inform them that such photos may be displayed by the program on its website, in marketing documents, at social and ceremonial events, and used for other internship purposes. Permission to take and use photos is assumed and implied by an individual's participation in the program and its activities.
2. **Revoking implied permission:** Any individual can notify the internship program that photos of him/her or his/her family cannot be used by the program. This notice is provided by sending an email to the student coordinator at psychsec@yale.edu.
3. **Use of discretion:** Fellows, faculty, and other photographers will use discretion in taking photos. No photos should be submitted that include images of clients or their families. Internship program staff will use discretion in the posting and other uses of photos.
4. **Requests regarding specific photos:** Any person who is a subject of a photo may request that it not be used by the program, or if in use, no longer be used.
5. **Submitting photos:** The internship has established an email address for use by fellows and faculty members in submitting photos. To submit photos follow these instructions:
 - a. Email the photo as an attachment to: selfie@yale.edu.
 - b. Attach "large" file sizes so that the program receives the highest quality photos.
 - c. In the body of the email please provide a *very brief* description of the content of the photo.
6. **Photo sharing site:** The internship will maintain a photo sharing website accessible to fellows and faculty where photos will be posted and can be viewed and downloaded.
7. **Reposting:** Photos from the photo sharing website should not be reposted to other social media sites. However, the owner of the photo can provide it directly to others with permission to post it.