

Taking photos and videos for school promotion -Pertaining to portrait rights & private information-

BIL staff and faculty take photographs and videos at school programs and events throughout the school year. BIL holds the copyright to all portraits, photographs and videos. Portraits will be used by BIL and other organizations of Bunka Gakuen, for example, overseas offices, for the purposes of school promotion and student recruitment.

Public relations include followings.

Web promotion tools: Facebook, Instagram, websites, YouTube, etc.

Paper promotion tools: School brochure, posters, leaflet/flyers, school promotion magazines, etc.

*Paper promotion tools include not only official promotion media produced by BIL and other organizations of Bunka Gakuen but also media produced by organizations outside of Bunka Gakuen such as information book for study abroad.

Others: Online and offline study abroad fairs.

Notes:

- Your portrait/s and private information together may be publicized. In such case, you shall be informed beforehand.
- Portraits may be used even after your graduating from BIL.

Students who do not want to be in these photos/videos must contact BIL Kyomu by email by the deadline. Also, please avoid being in the photographs and videos.

BIL Kyomu(gakusei-ka, student affairs) email address: bil-gakusei@bunka-bi.ac.jp

Subject: Photos and videos for school promotion

Text: Your name in English + student ID number + “I do not give BIL my permission to use my portraits.”

Deadline: Friday, April 11, 2025

*If you change your mind to “I do not give BIL my permission to use my portraits” after the above deadline, you must come to Kyomu office and notify us.

Also, please note followings:

- Photographs and videos taken before the request was made will continue to be used.
- Media publicized before the request was made cannot be deleted.
- From the time you make the request, we do not want to use your portraits taken after the request as well as your private information. So please avoid being in the photographs and videos.