



Student Media Agreement

This Agreement has been established in response to a need for strengthening the formal relationship between Bangor Students' Union and the Student Media groups that we support. This Agreement will be available to any member of Bangor Students' Union or other concerned party upon request as a constituent part of the Bangor Students' Union activity management structure. It is the responsibility of the signed parties that their group members are made aware of this Agreement and adhere to it and all other constituent documents. This is intended to increase the awareness of members of all of Bangor Students' Union Media Groups.

Any breach of this Agreement will in the first instance be referred to the Activities Development Manager who will contact and liaise with the president of the media group involved. Any complaints brought about through a breach of this Agreement will be subject to the Bangor Students' Union complaints process.

Media Group Rights

By signing this agreement, Bangor Students' Union and all Student Media groups recognise the following rights:

- The right of groups to access to information
- The right to freedom of the press and independent reporting
- The right of the media to inform the student community of issues of concern deemed as being in the public interest – See IPSO S.1 Editors code of practice details on what is “public Interest”.
- Where ratified, the right of societies to funding, support, suitable office space and equipment.
- The right to a transparent decision making and review process

Bangor Students' Union Rights

- That any reporting of Bangor Students' Union activities, are done so accurately (S.1 Editors code of practice)
- The right to ensure that student media does not produce material that contravenes any Bangor Students' Union policy including this agreement
- Overall decision making power against any and all Bangor Students' Union Society matters.
- The VP Societies and Community is the Executive Editor for all Bangor Students Union Media Societies.

Conducting Interviews

Interviews should be declared as such and pre-agreed by both the individual and the interviewer where possible and the interviewee should initial any notes of interviews or get a copy of the transcript.

Where phone interviews are made, permission must be sought from the interviewee if the conversation is to be recorded. All records of interviews should be filed and kept until three weeks after print. In the case of broadcast

media, records should be kept for a minimum of 40 days. Where a complaint has been received, records should be kept until the complaint has been resolved.

Interviewing Bangor Students' Union Officers

Interviews with Union Officers will be conducted in accordance with the above section of this Agreement. Union Officers have a duty to provide quotes where requested, provided the subject matter is appropriate to their role as a Bangor Students' Union officer. Journalists should not ask personal or inappropriate questions to officers if these are not deemed to be in the public interest. Officers may reserve the right to turn down answering a question. Officers may reserve the right to refer questions to other officers where it is felt they are more qualified to answer.

Any answers provided by Officers to questions must be answered in their capacity as a Bangor Students' Union Officer but are still at liberty to discuss things in their personal capacity. Any personal comments or opinion referring to Bangor Students' Union or other Officers must be stated as such. The officer must substantiate any reference to an individual or organisation and this must be reflected in the reporting.

Officers may refuse to answer questions but must provide good reason. Where Officers refuse to comment the media reserve the right to print or broadcast this reason. The media may broadcast or print where an Officer has refused to cooperate. Where Officers refuse to cooperate to the point of obstruction, the media society representatives should refer to the Bangor Students' Union Complaints Procedure. Where an Officer has a reasonable complaint regarding the media they should refer to the Bangor Students' Union Complaints Procedure.

Interviewing Bangor Students' Union Staff

Bangor Students' Union Staff will not be available for interview unless otherwise previously agreed and cleared by the Bangor Students' Union Director. Staff members will not take part in any public discussion of Union Policy issues, nor give public expression to views contrary to the policies of the Union. If appropriate permission has been granted for interviewing staff, interviews must be conducted in accordance with this Agreement and the section above relating to officers

Training

Bangor Students' Union will facilitate training for Student Media Leaders and media group committee members to an equal or higher level than Union officers and staff in (but not limited to) the following relevant topics: libel, slander and copyright. The Media societies will arrange this training as soon as possible after these people are elected so their training does not delay the group's media output. Training will be compulsory for all Student Media leaders. The Society will maintain a list of people that have completed the training and record it on their membership record.

The group members that are trained to this level by the Union will have a responsibility to produce and deliver training for all other members of their media group. A list of members that have received training will be maintained by the media group. This training is expected to give members a sufficient understanding of libel, slander and copyright so they can identify potential issues and flag them. These can then be investigated further by relevant persons ie senior Society members, union officers or union staff. The training materials, methods and records will be supervised and checked by union officers or staff for relevance.

Publishing and Broadcasting

Broadcast media shall abide by statutory regulations as defined by OFCOM or other relevant regulatory bodies guidelines. IPSO & Editors code of practice shall be adhered to when reporting.

Online Publishing

The rules in this media Agreement apply to online news websites and other online publishing including liveblogging and video by media outlets. If content has already been reviewed and included in print form it doesn't need to be checked again for reproduction online. For online content that has not already existed in print form it must be reviewed by someone with relevant Union authorisation. Websites should be configured that only people who have completed relevant union training can publish articles. Any other media group members who submit articles should get their articles held as a draft before they are reviewed and published online. Before publishing articles **likely to be contentious by Bangor Students' Union**, advice should be sought from the Activity Development Manager, and their decisions on inclusion of content followed, based on the legal, accuracy and welfare issues listed in this Media Agreement. This firmly includes online content. If Bangor Students' Union considers an article to be a risk to the union, to the welfare of any member, or if the article breaks other terms of this Media Agreement, the article must be removed from the website within 4 hours. It may be republished only with approval of the above members of staff and potentially if changes are made. Broadcast media shall abide by statutory regulations as defined by OFCOM guidelines. IPSO & Editors code of practice shall be adhered to when reporting and broadcasting.

Managing Print Risk

Bangor Students' Union Student Media groups are as capable of incurring legal liability as any mainstream media outlet. As such, it is important that procedures are in place to avoid these risks. This means that each Student Media Group President / Chairperson / Editor / Station Manager / Student Media Leader must have a good working knowledge of the potential risks and how to avoid them.

Training will be provided to make Student Media Leaders and other volunteers aware of the legal risks involved. It is compulsory that members of the societies, particularly those fulfilling an editorial role can display working knowledge of these risks, and in any case attend such training.

The Bangor Students' Union President is ultimately responsible for all Student Media communication including the content and material produced by all Bangor Students' Union Student Media Groups. Any unoriginal content including images or video must be sourced and used in accordance with Copyright law and Creative Commons licensing.

Student Media Leaders, if they believe an item carries legal risk, should seek early advice from relevant Bangor Students' Union staff who, when necessary, will seek legal consultation in order that risks are avoided and production of an edition is not delayed or halted. In order that legal risks are detected and minimised, copies of publications and individual articles for publication online, must be made available, in their entirety, to the Media Panel as early as possible prior to publication in line with the Media Panel process. At present this is 4 working days prior to the print deadline.

If any legal risk is identified, the articles must be modified to make them safe or withdrawn from publication and replaced. Each Student Media Leader, via the President, may receive instruction from Bangor Students' Union.

It is possible, on rare occasions, that articles cannot be made legally safe without rendering them unfit for print and the article may need to be omitted by the editor so that further work can be done to try to make it legally sound.

Omission of articles will not take place unless, after relevant advice is sought, they are deemed to be carrying a legal risk or infringing the welfare of Bangor Students' Union members that cannot be satisfactorily mitigated. Final decision in this rests with the Bangor Students' Union President as Bangor Students' Union is the organisation liable for any such legal risk incurred.

Notwithstanding the above, situations may arise where legal risk is unidentified until an edition is distributed. Where such risk is deemed imminent and financially grave, Bangor Students' Union, as the publisher, has the

right to withdraw editions from circulation or order that articles are removed from websites. The President should seek to obtain a legal opinion prior to such action being taken where possible.

Publications should be retained by the Student Media Groups involved until legal advice is returned. Once the legal threat has been removed, copies can be redistributed.

It is clear that the above has limited application to broadcast media, where material cannot be withdrawn once broadcast. It is therefore of even greater importance that they are aware of legal risk. The Student Media Groups must have procedures in place to make sure that all students broadcasting are fully aware of legal risks; committee members of the society are responsible for overseeing and approving content for broadcast by other members and should check for legal risk at this stage. This may also mean seeking legal opinion before broadcasting certain items. Attendance at training events is, again, compulsory for all members.

Below is a guideline for the process of viewing and mitigating risk for any print media. The process must be followed in terms of actions, although the times are flexible, providing that the Media Panel views and signs off the publication before print. Dates for when the panel will convene will be sent out to groups who need to submit documentation each term as instructed.

Financial Risk Management

To help manage the expenditure of Student Media groups, Bangor Students' Union will take the following responsibilities. Bangor Students' Union must approve expenditure from each Media Groups account, with responsibility for ordering of any printing lying within each Media Group. The approval of the print run will only go ahead when Bangor Students' Union is sure the media group has sufficient funds to cover the cost of the print run, and the conditions above have been satisfied.

Bangor Students' Union will take into account any future income from advertising if the Activities department have received an order form, contract or advertising agreement signed by the advertiser. Bangor Students' Union will assess the financial state of all student media groups and monitor production plans for the following term. If the Union considers that the paper cannot afford to print, they have the authority to reduce number of issues authorised.

Timescales

Action	Deadline
Final draft of articles must be sent to the Activities Development Manager for Bangor Students' Union Media Panel / Staff to review.	No later than 4 working days prior to publication.
Provide supporting evidence for content if requested.	Within 24hrs of request for evidence.
Media groups to highlight articles with potential legal risk to Bangor Students' Union and communicate to the Activities Development Manager.	No later than 4 working days prior to publication
Media Panel decides if legal advice is required	4 days prior to publication - 10 am
Media Panel seek legal advice (if decided required)	4 days prior to publication - end of day
Paper to send right of reply requests to parties to allow them to respond/comment to proposed article	4 days prior to publication - midday
Paper to have backup article in place	3 days prior to publication - end of day

Decision made by Panel on whether article can run without / with amendment, or whether back-up article should be used	2 days prior to publication by midday
If final article can run, but with amendments, re-draft sent to Media Panel	2 days prior to publication – end of day
Final sign-off of article by Media Panel	Day prior to publication

Complaints Procedure

All printed media shall publish in each issue details on how to complain using the Bangor Students' Union complaints procedure. Broadcast media shall display procedures in an accessible location.

Complaints shall be upheld where any media group has breached the IPSO Editors code of practice where the complainant considers that they have been subject to defamation, libellous comment, slander or other unsubstantiated allegation. Any person wishing to complain about any item printed/broadcast by Bangor Students' Union media, should make the complaint using the Bangor Students' Union Complaints procedure.

Any printed apology should be in compliance with IPSO Procedures. Each print media society and Bangor Students' Union should retain a copy of these procedures. Copies of apologies should be kept by the group concerned and by the Activities Development Manager. If concern about the content of a publication is serious enough that its retraction is required the ultimate decision lies with the Activities Development Manager. Any apologies to be viewed by the Activities Development Manager prior to release.

Student Media groups are responsible for providing the Activities Development Manager or the appointed person with an up to date list of distribution locations to facilitate retraction where necessary. Retraction must only be made where it is judged that the published material poses a realistic legal threat to individual students or organisations.

In the event of a retraction the Activities Development Manager must make all reasonable efforts to ensure that the Student Media group is informed of the decision and reasonable justification offered before retraction. Decisions regarding retraction must be fully transparent to the Student Media group.

Retraction of printed media takes the form of collection of all issues remaining at distribution points and the removal of any relevant articles from media websites. Broadcast media retraction takes the form of the removal of any listen/watch again items from the broadcaster websites. The collection of any issue to be completed by the media group.

All efforts should be made to resolve any retraction as quickly as possible. Where possible a resolution should be reached within the next working day.

All stories and comments should be published with a right to reply.

Review of articles related to the Union and/or its activities

In order to provide the press with free and independent reporting a separate review procedure is required for articles that are about the Union and/or its activities.

A list of 3rd parties that can review such articles needs to be agreed upon by the union and media groups before the start of the next academic year. Possible candidates could include: journalism lecturers, law lecturers, the National Union of Journalists, the IMPRESS Project or the IPSO. This will be reviewed on a case by case basis for the current period.

Policy Review

This policy should be reviewed on a yearly basis by the Students' Union in consultation with the Union's current insurance provider and Media Group representatives. It may be reviewed sooner should just cause arise.

Adherence to Bangor Students' Union policies, procedures and constitution.

Student Media groups, **like any other society**, must adhere to the constitution, policies and procedures of Bangor Students' Union as a premise for ratification to be identified as a Student Media group. They must also have in place relevant for their committees and members, as is expected of any other group.

Should a story place a member of Bangor Students' Union at specific social, academic, physical or mental risk, then the published story must not breach the student's anonymity unless it conforms to IPSO guidance. Breach of anonymity includes the use of name, photo, physical description, or any material that can lead directly to their identification.

Should a member of Bangor Students' Union waive their constitutional right to anonymity, they are fully entitled to do so, however they will not be able to break other individual(s) rights to anonymity on campus.

Should (a) reported individual(s) not be a member of the Students' Union or cease to be a member of the Students' Union then there are no grounds to support or defend their aims. Therefore constitutional issues do not apply and the individual(s) can be identified in accordance with the law of the land.

By signing below you agree that you, your group, and its members will abide by the rules and guidelines set out in this agreement.

Links that may be useful

Independent Press Standards Organisation (IPSO): <https://www.ipso.co.uk/IPSO/index.html>

Ofcom: <http://www.ofcom.org.uk/about/>

Student Media Representative Signature	
Student Media Representative Printed Name	
Student Media Group	
Student Media Group Position	
Bangor Students' Union Signature	

Bangor Students' Union Staff Name	
Bangor Students' Union Job Title	
Date	