

Huddersfield Students' Union

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Student Activities Media Policy	
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1. Key Terms used in this Policy

- 1..1. **Student Media** – Any media-related Activity Group registered and affiliated with Huddersfield Students’ Union.
- 1..2. **HSU** – Huddersfield Students’ Union.
- 1..3. **Defamation** – The act of making a false statement about an individual or organisation that harms their reputation. It can occur in any published form (libel) or spoken form (slander).
 - 1..3.1. **Libel**: Written or published defamatory statements (e.g., in articles, blogs, social media posts).
 - 1..3.2. **Slander**: Spoken defamatory statements (e.g., in interviews, broadcasts). If the words are recorded, it becomes libel.
- 1..4. **Litigious** – Refers to a tendency or likelihood to engage in legal disputes or lawsuits. In the context of media, it means content or actions that could lead to legal challenges.
- 1..5. **Publication** – The act of making content available to the public, whether in print, online, or through other media channels. This includes radio programmes and podcasts, articles, blogs, social media posts, and newsletters.
- 1..6. **Broadcast** – Transmitting audio or visual content to a wide audience via radio, television, or online streaming platforms, either live or recorded.
- 1..7. **Copyright & Intellectual Property** – Copyright is a legal right that grants the creator of original works (such as text, music, images, or videos) exclusive rights to use, distribute, and reproduce their work. Intellectual Property (IP) refers to creations of the mind—such as inventions, literary and artistic works, designs, symbols, names, and images—protected by law through copyrights, trademarks, and patents.
- 1..8. **GDPR/Data Protection** – The General Data Protection Regulation (GDPR) sets guidelines for collecting and processing personal data of individuals within the EU and UK. It requires organisations to follow the law as set out here: [A guide to lawful basis | ICO](#)
- 1..9. **Editorial Responsibility** – Accountability of editors or content managers for the accuracy, legality, and ethical standards of published or broadcast content. This includes ensuring compliance with laws, avoiding defamation, and maintaining fairness and integrity.
- 1..10. **Hate Speech** – Any communication that attacks or uses discriminatory language against a person or group based on attributes such as race, religion, ethnicity, gender, sexual orientation, disability, or other protected characteristics. It is illegal because it may incite violence, discrimination, or hostility.

2. What is this Policy for?

- 2..1. To supplement the Student Activity Group Policy that all activity groups must follow.
- 2..2. To create a sensible set of guidelines to follow when engaging in student media related activities.
- 2..3. To make clear the legal boundaries that our student media groups.
- 2..4. To minimise and manage risks around student media groups when publishing materials.

3. Who does this Policy apply to?

- 3..1. This policy applies to all Student Media Activity Groups affiliated with HSU.
- 3..2. This policy applies to any other Activity Group when engaging in any media related activity.

4. What will this Policy achieve?

- 4..1. To create and support thriving student media groups who are part of HSU's student led activities.
- 4..2. To support student media groups to create and publish media that is of good quality and accessible to all students.
- 4..3. To support student media groups to stay within the legal boundaries of broadcasting and publishing media.

5. Who is responsible for this Policy?

- 5..1. The Get Involved Committee has responsibility for ensuring that this policy is followed by the Student Media Groups registered and affiliated with HSU
- 5..2. Head of Student Experience has responsibility for ensuring the that the policy is available and updated.
- 5..3. The Activities Team have responsibility for ensuring that students are aware of the policy and are following it.
- 5..4. Committee Members of the Student Media Groups have responsibility for reading and ensuring their members are working within the boundaries of this policy.

6. Student Activity Group Policy

All Student Activity Groups registered with HSU all must adhere to the Student Activity Group Policy and should be read in conjunction with this policy.

- 6..1. The Student Activity Group Policy covers everything an Activity Group needs to know, including:
 - 6..1.1. Governance and elections
 - 6..1.2. Finances and funding
 - 6..1.3. Running events
 - 6..1.4. Social activities
 - 6..1.5. Health and safety
 - 6..1.6. GDPR

7. Managing Legal and Ethical Risks

Huddersfield Students' Union Media Societies are subject to the same legal and ethical standards as mainstream media outlets. To protect both the Students' Union and its members, the following principles and procedures apply:

7..1. Support and Guidance

- 7..1.1. All committee members of Huddersfield Students' Union Media Societies will be supported in creating, producing and publishing content. Where possible HSU will work with staff from Journalism courses at the University to seek further advice and support.
- 7..1.2. Huddersfield Students' Union holds the responsibility of ordering any print editions once editors have submitted a final copy and it has been proofread by a member of Students' Union staff.
- 7..1.3. Student media outlets have the same rights to freedom of expression as other media outlets or individuals. Article 10 of the European Convention on Human Rights has full information and can be accessed here: [Article 10: Freedom of expression | EHRC](#)
- 7..1.4. Student media outlets should all follow and adhere to the National Union of Journalists (NUJ)'s Code of Conduct, when producing media content: [National Union of Journalists \(NUJ\): Code of conduct](#)

7..2. Legal Compliance

- 7..2.1. Defamation: All content must avoid false statements that could harm an individual's or organisation's reputation. Both libel (published, recorded) and slander (spoken) are prohibited.
- 7..2.2. Copyright & Intellectual Property: Only use original content or materials for which you have obtained proper licenses or permissions. Unauthorised use of music, images, videos, or text is strictly prohibited.
- 7..2.3. GDPR/Data Protection: Personal data must be collected, stored, and processed in compliance with GDPR. [data-protection-and-journalism-code-202307.pdf](#)
- 7..2.4. Litigious Content: If any material is identified as potentially litigious, publication or broadcast must be suspended until reviewed by the Students' Union and, if necessary, legal advisors.

7..3. Ethical Standards

- 7..3.1. Accuracy and Fairness: All published or broadcast content must be factually accurate and presented fairly.
- 7..3.2. Hate Speech and Discrimination: Any communication that promotes hostility or discrimination based on race, religion, gender, sexual orientation, disability, or other protected characteristics is strictly prohibited.
- 7..3.3. Welfare Protection: The Students' Union reserves the right to delay or stop publication of content that could harm the welfare of members or the wider community.

7..4. Risk Management Procedures

- 7..4.1. Pre-Publication Review: For potentially controversial or sensitive content, committee members must seek advice from the Head of Student Experience at least three days before publication or broadcast.
- 7..4.2. Take Down Protocol: If a legal or ethical risk is identified after publication, the Students' Union may remove the content, issue corrections, or take disciplinary action in line section 8. Reporting an Issue.
- 7..4.3. Third-Party Comments: Where comments are allowed on media platforms, an approved disclaimer must be displayed to manage liability.

7..5. Accessibility

- 7..5.1. All video content must include captions or subtitles to support viewers with hearing impairments.
- 7..5.2. Images used in online and print media must include alt text descriptions for accessibility.
- 7..5.3. Audio content should be accompanied by transcripts where possible.
- 7..5.4. Websites and digital platforms must comply with Web Content Accessibility Guidelines (WCAG) to ensure usability for individuals with disabilities.

8. Reporting an Issue

Huddersfield Students' Union is committed to ensuring that all concerns related to student media content are addressed promptly, fairly, and transparently. The following procedures apply:

8..1. Reporting and Issue

- 8..1.1. A 'Report an Issue' button is available on all Student Media websites. This opens an online form for anyone to log content-based concerns.
- 8..1.2. Reports should include: a copy of the article or broadcast details (date, time, and name of broadcaster) and contact details for the person reporting the issue (optional for anonymous reports).
- 8..1.3. Where possible, all reports will be dealt with informally in the first instance.

8..2. Timeframes

- 8..2.1. Acknowledgment: The Students' Union will acknowledge receipt of the issue within 48 hours.
- 8..2.2. Investigation: The issue will be reviewed and investigated within 10 working days.
- 8..2.3. Resolution: Actions taken will be communicated to the reporter (where contact details are provided).

8..3. Escalation

If the person who reported an issue is not satisfied with the response, the Students' Union Formal Complaints Procedure can be followed. This is Bye Law 10: Complaints Procedure.

Appendix A - Related Policies and Procedures

Related policies and procedures, listed below, and mentioned in this policy can be found on the Students' Union's website: [Governance @ Huddersfield Students' Union \(huddersfieldsu.co.uk\)](https://www.huddersfieldsu.co.uk/governance)

- Student Activity Group Policy
- Complaints Procedures (Bye Law 10)