



Photographing, Recording and Filming of Meetings Policy and Guidelines

1. Introduction

The right to record, film and broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

2. Photographing, recording, filming and broadcasting of meetings by the Parish Council

It is the responsibility of the Councillor chairing the meeting to confirm at the start that the Parish Council intends to photograph, record and/or film the meeting.

The Parish Council may photograph, record or film face-to-face and video meetings for the purpose of taking minutes. Recording or filming will be undertaken or arranged by the Clerk and retained until the minutes of the next meeting are agreed, after which it will be deleted. On occasion, the Parish Council will broadcast photographs, recordings or filming of meetings or sections of meetings on its website and social media for as long as necessary, if these are agreed in advance by Councillors to be of interest to residents.

Meetings or parts of meetings from which the press and public are excluded may not be photographed, recorded or filmed except by the Clerk for the purpose of taking minutes.

3. Photographing, recording, filming and broadcasting of meetings by members of the public

It is the responsibility of the Councillor chairing the meeting to enquire at the start if anyone present intends to photograph, record and/or film the meeting. It is the responsibility of the Member of Public to inform the meeting at this point that they intend to make a record of proceedings. The Parish Council shall bear no liability for any such recording.

Members of the public are permitted to photograph, film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed if it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

4. General Data Protection Regulation and the Data Protection Act 2018

Whilst those attending the meeting are deemed to have consented to the photographing, recording, filming or broadcasting of meetings, those exercising the rights to photograph, film, record and broadcast must respect the rights of other people attending under the General Data Protection Regulation and the Data Protection Act 2018.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

5. Personal responsibility

Any person or organisations choosing to film, record or broadcast any meeting of the Parish Council or a committee is responsible for any claims or other liability from them so doing. Recordings must not be edited in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Parish Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

The Parish Council will display these requirements as regards photographing, recording, filming and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not. The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies, as set out in point 2.