



Photography and Filming Policy

1. Purpose

This policy sets out the Parish Council's position regarding filming, photographing, audio recording and social media reporting of Council meetings and other activities, in line with national legislation.

2. Legislative Context

Under the Openness of Local Government Bodies Regulations 2014, any person may film, photograph, audio record, or report on the proceedings of meetings that are open to the public. This does not apply to parts of meetings where the public is lawfully excluded due to confidential or sensitive business.

The Council also needs to comply with Data Protection legislation and safeguarding guidance - Children Act 1989 & 2004, Data Protection Act 2018 & UK GDPR, Working Together to Safeguard Children, ICO Guidance on Photography.

3. Recording of Public Meetings

- 3.1. Permission – filming, photographing, and audio recording of public meetings is permitted.
- 3.2. Notification – anyone wishing to record should inform the Clerk at least 24 hours in advance to allow arrangements (e.g., notifying attendees, providing space for those who do not wish to be filmed).
- 3.3. Conduct – recording must not disrupt proceedings. Flash photography, intrusive lighting, or commentary during meetings is prohibited without prior consent of the Chair.
- 3.4. Privacy – filming should focus on the meeting itself and avoid capturing members of the public who are not part of proceedings unless they give explicit consent.
- 3.5. Live Reporting – use of social media during meetings is permitted, provided it does not disrupt proceedings. Devices must remain on silent.
- 3.6. Recording is not allowed during confidential sessions where the public is excluded. The Chair may stop any activity that disrupts the meeting or breaches this policy.
- 3.7. The approved minutes taken by the Clerk remain the official record of the meeting.

4. Recording of Council Events and Activities

- 4.1. Photographs and film of Council events and activities allow us to record and share information with residents and Councillors, celebrate success, promote the Parish and show how public resources have been spent.
- 4.2. If Councillors, staff or a photographer appointed by the Council take photos or videos of participants, those individuals are **data subjects** under GDPR because:
 - A photo of a person is considered personal data if the person can be identified directly (their face) or indirectly (through context, clothing, location).
 - The council is processing personal data by capturing, storing, or using those images
 - If the photos reveal special category data (e.g., religious beliefs at a faith event, health conditions) then extra safeguards apply.

- 4.3. Data protection laws apply to all photos or videos taken for official use. The Council must have a **lawful basis** for taking, using and storing photos and video (e.g., consent, legitimate interest).
- 4.4. **Consent** is the best option for identifiable photos and videos
 - consent should be specific, informed, and documented.
 - for children under 16 years old, obtain parent/guardian consent
- 4.5. Alternatively, **legitimate interest** may apply for general event coverage but opt-outs must be allowed.
- 4.6. All participants must be informed (privacy notice or signage) and their rights respected (e.g., right to object, right to erasure). Images must be stored securely for a specified period.
- 4.7. Children have the same rights as adults over their personal data. If photos and videos of children are shared or posted online without consent there may also be **safeguarding risks**.
- 4.8. Children should never be excluded from an activity because the Council doesn't have consent to take their photo or video. Instead, anyone filming or taking photographs should be made aware of who hasn't given consent for their image to be used. For example, children could be given a sticker or a badge.
- 4.9. If consent is not practical, it is better to take group shots where individuals are less identifiable and to avoid capturing sensitive data (e.g., health conditions, religious beliefs).
- 4.10. The distribution, publication and circulation of photos and video of Council events must be approved by the Clerk or Deputy Clerk to ensure compliance with Data Protection legislation.

EXAMPLE NOTICES AND SIGNS FOR COUNCIL EVENTS

CONSENT WORDING

(to be used for event registration)

Event/Meeting: [Insert Name]

Date: [Insert Date]

We will take photographs and/or video recordings during this event for use in council communications (website, social media, newsletters).

I consent to Hassocks Parish Council photographing and/or video recording me and using these images for the purposes stated above.

- I understand that images will be stored securely and used in compliance with the UK GDPR and Data Protection Act 2018.
- I understand that I can withdraw my consent at any time by contacting the Parish Clerk at the Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH.

Name: _____

Signature: _____

Date: _____

For children under 18:

I am the parent/guardian of the child named below and give consent for their image to be used as described above.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

PHOTOGRAPHY AND FILMING NOTICE

(to be included in publicity materials)

Hassocks Parish Council will be taking photographs and video recordings during this event. Photos and video may be used for council publicity purposes, including on our website, social media channels, newsletters. They will not be sold or shared with third parties. Photos and videos will be retained for up to 3 years and then securely deleted. You have the right to object or request deletion of your photo. Access our full privacy policy at [\[insert link\]](#).

PHOTOGRAPHY AND FILMING SIGNAGE

(to be displayed at entrances and visible areas)

Photos and video will be taken at this event for council publicity purposes. If you do not wish to be photographed or filmed, please inform a member of Council staff.