



Much Wenlock Town Council

## **POLICY FOR THE FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018**

Legislation makes provision for all those present at a public meeting of the Town Council to be filmed, recorded, photographed or otherwise reported about.

Members of the public recording meetings for their own domestic purposes are not subject to the provisions of the Data Protection Act 2018. However, anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Act. Images of individuals may be potentially classed as 'personal information' and subject to the requirements of the Act.

The following procedure must be followed at Town Council meetings including committee meetings:

1. Anyone who objects to being filmed, recorded, photographed, or reported about should notify the Town Clerk prior to the meeting so that they can either leave the meeting or sit in a separate area where they cannot be visually identified on camera.
2. Recordings of anyone who objects to being filmed, recorded, photographed, or reported about will not be permitted.
3. Members of the public who do not inform the Town Clerk that they wish to be excluded from being recorded will be deemed to have given their consent (by implication) to any images etc. of themselves being used for broadcast and any other appropriate purposes consistent with this policy.
4. Recordings must be overt (clearly visible to anyone at the meeting).
5. Recordings must not disrupt the proceedings of the meeting.
6. The Chairman of the meeting reserves the right to stop or suspend recordings if, in their opinion, the recording will prejudice the proceedings, or if the person recording is in breach of this policy.
7. Recordings are not allowed when the Council resolves to continue the meeting in pursuance of the Public Bodies (Admission To Meetings) Act 1960 due to the confidential nature of the business to be transacted and members of the public and press will be requested to leave.
8. Recordings should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings, or in a way that ridicules or shows a lack of respect for those in the recording. The Council will expect any recordings which breach this policy to be removed from public view.
9. Filming, recording or photography should not take place before or after a Council meeting.