



Colyton Parish Council Recording Policy

This document sets out the protocol for the filming or recording the meetings of Colyton Parish Council.

- a The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.
- b The right of the Council to exclude the press and public from parts of Council meetings for contractual and staff confidentially reasons remain unaffected.
- c Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. The Chair of the meeting does not have the authority to stop the recording, of a meeting, but should inform the meeting accordingly and take appropriate action if any person is deemed to be recording in a disruptive manner.
- d The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, including where they have a disability, to follow the debate.
- e While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others people attending under the Data Protection Act 1998. This will include the particular rights of any children or vulnerable adults attending the meeting.
- f Any person or organisation choosing to film, record or broadcast a meeting of the Council or a Committee is responsible for any claims or other liability from them so doing.
- g The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the 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.
- h The Council will display requirements as to filming, recording 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.
- i The Council may itself photograph, film, record, or broadcast at it’s meetings and can retain, use or dispose of such material in accordance with it’s retention and disposal policies.

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