



Crookham Village Parish Council

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RECORDING/FILMING/PHOTOGRAPHING PROTOCOL

In accordance with recent changes in Legislation the press and members of the public are now permitted to film, photograph or record any meetings of this Council which are open to the public and press. This protocol is provided to assist anyone considering filming, recording, photographing at these open meetings.

BEFORE THE MEETING

Anyone intending to record or film a meeting should contact the Clerk at the above address. Reasonable advance notice will enable practical arrangements to be made and any special requirements can be discussed. Flash photography, additional lighting or large equipment will not be permitted unless agreed in advance and subject to the constraints of the venue.

GENERAL

The Clerk will advise the Chairman of the intention to record/film/photograph and he will make an announcement to attendees before the meeting commences advising that persons remaining for the meeting are deemed to have consented to being filmed/recorded/photographed. The Clerk will also post a notice on the door of the venue advising of the same for the benefit of late arrivals.

DATA PROTECTION

Anyone wishing to record/film/photograph is bound by the Data Protection Act and must act accordingly.

DURING THE MEETING

Filming/recording/photographing must not interfere with the business of the meeting. The Chairman has discretion to suspend or stop the meeting and take appropriate action if he/she deems the filming/recording/photography to be disruptive. Filming etc will take place from an agreed location(s) within the room and must not obstruct others from observing and participating in the proceedings and must cease immediately the meeting formally excludes press and public due to business of an Exempt or Confidential nature.

AFTER THE MEETING

The filming/recording/photographing must not be edited in a way that could lead to misinterpretation of the proceedings or comments or ridicules those being recorded.

When published or broadcast, recordings should be accompanied by information saying when and where the recording was made and the context in which discussion took place.