

Filming and Recording of Meetings Policy

1. Purpose

1.1. Any person or organisation may wish to film, record, audio record, or broadcast a meeting of the Parish Council. This policy sets out the procedure and expectations for such activities to ensure they are conducted in a manner that does not disrupt the meeting or infringe upon the rights of others.

2. Procedure

2.1. The Parish Council retains the right to exclude the press and public from parts of its meetings for reasons of contractual or employee (including volunteers) confidentiality.

2.2. Members of the public are permitted to film or record the Parish Council meetings, to which they are permitted access, in a non-disruptive manner. However, they are requested to inform the Chair of the meeting that it is being recorded. The Chair 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.

2.3. The use of digital and social media recording tools is allowed as long as it is carried out in a non-disruptive way and does not interfere with any person's ability to follow the debate at the meeting, including individuals with disabilities.

2.4. While those attending the Parish Council meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record, or broadcast must respect the rights of individuals under the **Data Protection Act 1998** and **GDPR** (General Data Protection Regulation).

2.5. Any person or organisation choosing to film, record, audio record, or broadcast a meeting of the Parish Council, Working Group, or Committee is responsible for any claims, liability, or legal actions arising from their actions.

2.6. The Parish 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 upon the core values of the Parish Council. This includes refraining from editing footage in a way that may ridicule or show a lack of respect towards those being filmed or recorded.

2.7. The Parish Council will display this policy and any associated material related to filming, recording, or broadcasting on its website. Those undertaking these activities will be deemed to have accepted the policy, whether they have read it or not.

2.8. The Parish Council may itself wish to photograph, film, record, or broadcast at its meetings and may retain, use, or dispose of such material in accordance with its **Retention and Disposal Policy**.

Review History

- **Adopted by Parish Council:** 20/3/2025
- **Latest Review:** 20/3/2025
- **Date of Next Review:** 20/3/2027