

BROOMFIELD PARISH COUNCIL

PUBLICATION OF PHOTOGRAPHS POLICY

Introduction

Broomfield Parish Council will carefully consider their legal obligations under the Data Protection Act when considering the use of photographs in publications, on the website, on the face book page, Broomfield Times or if supplying photographs to third parties.

Statement of Policy

If Broomfield Parish Council is to use photographs in any publications or supply these to a third party the Local Council will consider undertaking the following safeguards:

Events:

1. Posters that contain the relevant information - that official photos will be taken, who will be photographed (children, competition winners, the general public, etc), how to recognise the photographers and what the photographs will be used for (local newspaper, BPC Website with link to and from other web sites, Broomfield Times Newsletter, face book page and provided for third partner organisations for further publication i.e. Parish Life etc).
2. Broomfield Parish Council must make organisations who wish to submit photographs for printing aware of our Policy i.e. Broomfield Village Hall Charity, local schools, U3A, local churches, Broomfield Cottage Gardeners' Society, WI etc A letter accompanying our Policy to be circulated to all relevant organisations requesting that permission has been given by all subjects who have been photographed.
2. Photographers to be provided with identification name badge so that they may easily be identified.
3. Posters should be displayed prominently at the event advising that photographs may be taken with the Council's name and who to contact to find out more information.
4. Any advertisement for the event in local press can also contain the relevant information.
5. Put the relevant information on the Council's website, face book and on the Council's notice boards
6. The Photographers should inform potential subjects of the purpose of their photographs at the event and duly respect any wishes not to be photographed.