

Lawford Parish Council



PUBLICATION OF PHOTOGRAPHS POLICY

Lawford Parish Council will, on every occasion, carefully consider their obligations under the Data Protection Act when considering the use of photographs in publications, on their website and if supplying to a third party.

If Lawford Parish Council intends to use photographs in any publications or to supply these to a third party the following safeguards are to be followed:

Lawford Parish Council will provide:

At 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 photos will be used for (local newspaper, council website with link to and from other websites, and provided for 3rd party organisations for further publication etc).
2. Photographers to carry easily visible identification.
3. Posters to be placed on parish noticeboards, Parish Council website, in shops and other public sites as appropriate.
4. Posters to be placed prominently at the event. The posters should contain the Council's name and contact details.
5. Leaflets to be printed that provide the relevant information. To be distributed, as appropriate, before and at the event.
6. If the event is to be advertised in the local press this information to also be included.
7. The photographers will inform potential subjects of the purpose of their photographs.

Information supplied by EALC

Date in operation 20/10/2014

Review Date