

**CONSTITUTION 2021 – Version 2.2 (January 2023)**  
**PART 8 – CODES AND PROTOCOLS**  
**SECTION 5 – FILMING AND PHOTOGRAPHIC PROTOCOL**

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**Contents**

1.0	INTRODUCTION.....	3
2.0	COUNCIL MEETINGS .....	3
3.0	FILMING AND PHOTOGRAPHY WITHIN THE ARUN DISTRICT.....	4
4.0	COUNCIL SERVICES WHO USE FILMING/PHOTOGRAPHY.....	5
5.0	FURTHER INFORMATION.....	5

**CONSTITUTION 2021 – Version 2.2 (January 2023)**  
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**1.0 INTRODUCTION**

- 1.1 This document sets out the principles around how filming, photography and social media will be used to ensure that council meetings are seen to be transparent and any data collected is dealt with appropriately in terms of legal requirements and best practice.
- 1.2 It will also cover authorisation procedures for external bodies or individuals who wish to film or take pictures on council property.

**2.0 COUNCIL MEETINGS**

- 2.1 The recording, filming and broadcasting of all public meetings is allowed in accordance with the Local Government Audit and Accountability Act 2013. This does not include meetings or parts of meetings from which the press and public are excluded.
- 2.2 The council webcasts meetings of its Full Council and the Planning Committee. It may extend these provisions to other committees as facilities and resources allow. The council will retain the recording for a period of six months following the meeting and it will be available to view for this period via a link from the council's website [www.arun.gov.uk](http://www.arun.gov.uk)
- 2.3 This policy sets out restrictions on when and how members of the public will be permitted to film or record meetings so long as it does not interfere with any person's ability to observe the debate. Please note that this includes the use of digital and social media tools, for example Twitter and blogging. Please also note that this protocol applies to councillors as it applies to members of the public.
- 2.4 Anybody recording or filming a meeting should recognise and respect the rights of members of the public or staff who are not formally a part of the meeting or making representations at the meeting, and that generally the Public Gallery should not be filmed. However, by entering the meeting room and using the public seating area, members of the public should be aware that they are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.
- 2.5 If a meeting is to be filmed, this will be announced at the start of the meeting. Any filming or recording should be done in a non-disruptive manner and will only be allowed from the area set aside for the public to observe the meeting.

**CONSTITUTION 2021 – Version 2.2 (January 2023)**  
**PART 8 – CODES AND PROTOCOLS**  
**SECTION 5 – FILMING AND PHOTOGRAPHIC PROTOCOL**

- 2.6 During meetings, filming by broadcasters shall only be from the media areas, public gallery or specific designated space. This space will be reserved for them and will not be available for the public. Set up or removal of any equipment must be done outside of the formal meeting time. The use of flash photography or additional lighting will not be allowed unless this has been agreed in advance because of its potential to disrupt a meeting.
- 2.7 The Chair of the meeting, or any designated council representative, has the capacity to stop a meeting or take any other appropriate action if anybody contravenes these principles, is deemed to be filming or recording in a disruptive manner or in a manner which may infringe the rights of any individual, or be defamatory.
- 2.8 Any person or organisation choosing to film, record or broadcast any meeting of the council is responsible for any claims or other liability resulting from them doing so. In addition, the council asks that those recording proceedings do not edit the film/record or photographs in a way that could lead to misinterpretation of proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in such a way that may ridicule or show a lack of respect to those being filmed, photographed or recorded.
- 2.9 Guidance on filming, recording and broadcasting meetings will be displayed at the council's meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not. This protocol will also be published on the council's website.

**3.0 FILMING AND PHOTOGRAPHY WITHIN THE ARUN DISTRICT**

- 3.1 The council regularly receives requests to film or photograph around the district. Detailed guidance and a request procedure for this is available on the council website at <https://www.arun.gov.uk/filming-in-the-district> This includes a detailed set of terms and conditions including the regulations and statutory controls which apply and contact details for further information. The procedure includes:
- a) General conditions
  - b) Risk assessment and health and safety
  - c) Specific requirements around the use of drones or aerial filming equipment.
  - d) Requirements in terms of insurance cover

**CONSTITUTION 2021 – Version 2.2 (January 2023)**  
**PART 8 – CODES AND PROTOCOLS**  
**SECTION 5 – FILMING AND PHOTOGRAPHIC PROTOCOL**

- e) Requirement to indemnify the council against various expenses and outcomes
- f) Use of and access to the filming/photography site
- g) Road closures
- h) Charges

**4.0 COUNCIL SERVICES WHO USE FILMING/PHOTOGRAPHY**

4.1 A number of council services use filming and/or photography in various ways to support their service delivery. This may include the use of images on social media posts generated by the council. All council services are expected to comply fully with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and to ensure that any material which includes personal data relating to an individual is dealt with according to the following principles:

- a) that such material is processed lawfully, fairly and in a transparent manner;
- b) any film/photographic record will be collected for a specified, explicit purpose;
- c) that the data collected is limited to what is necessary and relevant;
- d) that any data which identifies an individual is kept for no longer than necessary; and
- e) that all data is processed and stored in a secure way.

**5.0 FURTHER INFORMATION**

5.1 Anybody requiring further information on this protocol should contact the Public Relations Team at [public.relations@arun.gov.uk](mailto:public.relations@arun.gov.uk), or for further information on filming and photography around the Arun district [events@arun.gov.uk](mailto:events@arun.gov.uk)