

FOI number: HBC_FOI_20200086
Date FOI Received: 30/01/2020
Department: Legal
Title: GDPR Taking of Photos and videos
Description: Details in relation to taking Photos and videos under General Data Protection Regulations

Request: (As Redacted sent by requestor)

Hi,

As your aware GDPR applies to personal data, which is defined under regulation 4 of the regulations.

Staff who are involved in the collection, publication or taking of photographs or video footage of a person under the instruction of your Council must understand their obligations under GDPR.

Taking photos

Can you please supply me with the following:

- Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?
- Do you have a policy or procedure for the taking of photographs or filming activity at events?
- How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.
- Do you place notices or posters at events to give warning to attendees that photographs will be taken? If yes, please include a copy of the announcement, sign, advertisement or poster. If no, what is your procedure?
- Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy.
- If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.
- Do you have a media consent form? If yes, please enclose a copy.
- How do you manage consent for underage attendees?
- How do you manage consent kids photos taken in your library service?
- How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.)
- Has your Council made any recommendations or reports to management concerning the taking of pictures or filming within your organisation? If so, please supply me with a copy.

Regards

Your Request/ Our Response: (Response as Redacted sent by service)

Taking photos

Can you please supply me with the following:

- Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity? **Response** - We guide those staff who are taking photos at events to take consent forms with them, to brief the organisers, and ask all those photographed to fill out form (teachers, parents or guardians are consulted when children are involved)
- Do you have a policy or procedure for the taking of photographs or filming activity at events? **Response** - No bespoke policy, but our approach is covered in our consent forms and often a briefing is given at the start of events
- How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same. **Response** – Please see attached consent form
- Do you place notices or posters at events to give warning to attendees that photographs will be taken? If yes, please include a copy of the announcement, sign, advertisement or poster. If no, what is your procedure? **Response** – Not routinely
- Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy. **Response** - No
- If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy. **Response** – tends to be covered by verbal briefing at start of event and on consent form.
- Do you have a media consent form? If yes, please enclose a copy. **Response** - See attached
- How do you manage consent for underage attendees? **Response** - Via teachers, parents or guardians
- How do you manage consent kids photos taken in your library service? **Response** – Not applicable to Hertsmere Borough council as Hertfordshire County Council manages library services in this county.
- How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.) **Response** – via consent form
- Has your Council made any recommendations or reports to management concerning the taking of pictures or filming within your organisation? If so, please supply me with a copy. **Response** - No

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700

Website: www.informationcommissioner.gov.uk

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services