



# Rushmere St Andrew Parish Council

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

## PHOTOGRAPHY POLICY

### 1. INTRODUCTION

- 1.1 At all times, Rushmere St Andrew Parish Council will carefully consider its legal obligations under the Data Protection Act when considering the use of photographs in publications, on the website or if supplying photographs to third parties.
- 1.2 This policy is applicable for Councillors, Members of Parish Council Steering / Working Groups, Volunteers and residents and should be read in conjunction with the Parish Council's Data Protection Policy.

### 2. POLICY STATEMENT

- 2.1 In its use of photographs in any of the publications under its control, on the website or in the supply of these to a third party, the Local Council will consider undertaking the following safeguards:
- a) General Photographs:  
If individuals are not readily identifiable from the photograph and it seems unlikely that any damage or distress will result from such processing then it will not be necessary to obtain consent. Therefore, Councillors, Members of Parish Council Steering Groups, Volunteers and residents whose images appear as incidental detail (e.g. Public Meetings and Community Events) in publicity photographs will not need to give consent for the use of their image.
  - b) Photographs of Parish Council Meetings held in the Public Domain  
Where photographs are to be taken of those attending Parish Council Meetings then this should be announced in advance so that individuals may leave the room briefly if they do not wish to appear in the photographs.
  - c) Photographs of Small Groups/Individuals where photographs are to be taken of a single individual, or a small group of individuals, where individuals are the main subject of the photograph (even if they are not identified by name), consent should be sought before any photographs are taken.  
When gaining consent, it is important to ensure that individuals are informed of what the images will be used for (e.g. where they will be printed and who will have access to them). In most cases, verbal consent is all that will be required although photographers may wish to use a standard release form, to be signed by the subject(s), to ensure that they have appropriate consent. All photographers should inform potential subjects of the purpose of their photographs at the event and duly respect any wishes not to be photographed.