



Reference: FOI2234

Request:

As you are 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 :

1. Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?

The Information Governance Team have developed in house training and guidance for all staff about the use of personal data including images. The Authority also has a photograph consent form for those occasions it is necessary.

2. Do you have a policy or procedure for the taking of photographs or filming activity at events?

See above

3. How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.

See above, additionally specific consent will be sought when it is considered necessary.

4. 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?

Where possible, we place notices at public events but as those activities are often in wide open public spaces and can be missed so we tend not to use any imagery of individuals and focus more on crowd scenes, unless the subjects are known to our photographer and give their permission to appear in pictures that document the event.

See accompanying notice

5. Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy.

There is no standard checklist or procedure for staff

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6. If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.

See accompanying notice

7. Do you have a media consent form? If yes, please enclose a copy.

Please see link: <https://my.northtyneside.gov.uk/page/20567/communications-consent>

8. How do you manage consent for underage attendees?
9. How do you manage consent kids photos taken in your library service?

Parental consent through schools or direct with parent dependant on circumstances.

10. How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.)

Please see link: <https://my.northtyneside.gov.uk/page/20567/communications-consent>

11. 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.

No