Meeting Date:	**12th March 2025**
Report Subject:	**Recording at Meetings**
Contact:	**Clerk**

Highcliffe and Walkford Parish Council

Recording at Meetings Policy

1. Introduction
Highcliffe and Walkford Parish Council is committed to transparency and openness. In accordance with the **Openness of Local Government Bodies Regulations 2014**, members of the public and press are permitted to record, film, photograph, or broadcast council meetings that are open to the public. This policy sets out the guidelines and expectations for such recordings.

2. Rights to Record
2.1. Members of the public, press, and councillors have the right to record meetings that are open to the public. This includes filming, photographing, audio recording, and live streaming.
2.2. No prior permission is required; however, individuals are encouraged to inform the Clerk before the meeting to facilitate arrangements.
2.3. Recording should not disrupt the meeting, and excessive noise, intrusive lighting, or obstructive positioning is not permitted.
2.4. The Chair has the authority to pause or stop a recording if it is deemed disruptive or not in the public interest.

3. Restrictions on Recording
3.1. Recording is not permitted during confidential (closed) sessions of the council as per the **Local Government Act 1972, Schedule 12A**.
3.2. Recording of minors or vulnerable individuals is not permitted without their explicit consent or that of a responsible adult.
3.3. Any manipulation of recordings that misrepresents the meeting proceedings is strictly prohibited.

4. Responsibilities of Those Recording
4.1. Individuals recording must respect the privacy and rights of others in attendance.
4.2. Recordings must comply with the **UK General Data Protection Regulation (UK GDPR)** and **Data Protection Act 2018** regarding the handling of personal data.
4.3. Any published recordings must not be edited in a way that misrepresents the proceedings or brings the council into disrepute.

5. Council's Use of Recording
5.1. The council may record meetings for minute-taking purposes. These recordings will be retained only as long as necessary for accurate record-keeping.
5.2. Any official recordings by the council will be stored securely and deleted once formal minutes are approved.

6. Public Notices and Signage
6.1. Notices will be displayed at meeting venues informing attendees that proceedings may be recorded.
6.2. The Chair will announce at the start of each meeting that recording may take place.

7. Complaints and Concerns
7.1. Any complaints regarding recording should be directed to the Clerk in writing.
7.2. The council reserves the right to take appropriate action if any recording violates this policy or relevant legislation.

8. Review of Policy
8.1. This policy will be reviewed periodically to ensure compliance with current legislation and best practices.

Adopted by Highcliffe and Walkford Parish Council on [12th March 2025]

Review Date: March 2026