



## QUENIBOROUGH PARISH COUNCIL

### ACCEPTABLE USE OF CAMERAS & MOBILE PHONE/DEVICES POLICY

#### **Introduction**

It is the intention of Queniborough Parish Council to provide an environment in which staff/contractors and residents are safe from images being recorded and inappropriately used. At all times, the Parish Council will carefully consider its legal obligations under the Data Protection Act when considering the use of photographs as an aid to reporting problems in the village, publications, use on the website or if supplying photographs to third parties. This policy is applicable for Councillors, staff/contractors, volunteers and residents.

In its use of photographs as an aid to reporting problems in the village, in any of the publications under its control, on the website or in the supply of these to a third party, Queniborough Parish Council will consider undertaking the following safeguards:

#### **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, staff/contractors, 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.

#### **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.

#### **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.

## **Publishing Photographs on the Web**

If photographs (except where Councillors, staff/contractors, volunteers or residents images appear as incidental detail) are to be published on the Internet, written consent should be obtained from the subject(s) on a Photograph & Video Consent Form.

## **Use of Mobile Phones & Personal Cameras**

Queniborough Parish Council have a clear policy on the acceptable use of mobile phones/personal cameras that is understood and adhered to by all staff/contractors without exception.

If a member of staff or contractor uses a personal mobile phone for work, they are advised that the Parish Council is not responsible for any loss, damage or theft incurred. This of course applies to phones, cameras and other devices. Staff/contractors must also ensure that there is no inappropriate or illegal content stored on their devices and should never send to or accept from colleagues or residents texts or images that could be viewed as inappropriate.

Camera mobile phones allow users to take high resolution pictures, these pictures can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet and on social media. There is a high risk that cameras on mobile phones can be misused. All photographs containing images of individuals stored on a mobile phone must be downloaded as soon as possible on to a Parish Computer/Laptop and deleted off the device.

To protect staff from unnecessary intrusion into their professional work, Queniborough Parish Council recommends that the Parish Office telephone number is given as a contact number to residents/contractors. Personal mobile phone numbers may be given out in an emergency to other agencies or contractors.