



Ramsgate Town Council

Filming and Recording Procedure

Adopted	14th June 2023
Due to review	As required

Introduction

Ramsgate Town Council is committed to ensuring transparency, accessibility, and compliance with legal requirements in all its meetings and events. As part of this commitment, the council recognises the importance of allowing filming and recording of its proceedings to provide the public with greater access to its decision-making processes. However, it is equally important to ensure that filming and recording are conducted in a manner that is respectful, professional, and complies with all applicable laws and regulations.

This Filming and Recording Procedure sets out guidelines for filming and recording of Ramsgate Town Council meetings and events to achieve these goals. The procedure outlines the responsibilities of the person filming or recording, the permissions required, and the limitations that apply. Adherence to this procedure will ensure that the council's proceedings are accessible to the public while maintaining the necessary standards of professionalism and respect.

Scope

This procedure applies to all meetings and events organised by Ramsgate Town Council and includes any person filming, recording or broadcasting such events.

Procedure

- 1. Permission to film and record:** Filming and recording of any Ramsgate Town Council meetings and/or events are allowed only with the prior permission from the Town Clerk and/or Chair of Council.
- 2. Responsibility:** The person filming or recording is responsible for complying with all applicable laws, regulations and this procedure.
- 3. Non-disruption:** Filming or recording must not disrupt or interfere with the proceedings of the meeting or event. The person filming or recording should also not obstruct any other attendee's view or access.
- 4. Copyright:** The person filming or recording must not infringe on any intellectual property rights, including but not limited to copyright.

5. **Editing:** The editing or alteration of any footage is not permitted without the express written consent of the Town Clerk and/or Chair of Council.
6. **Public Access:** Ramsgate Town Council meetings and events are public and are recorded and broadcasted for public access.
7. **Commercial Use:** Filming or recording for commercial purposes is not allowed without the prior written consent of the Town Clerk and/or Chair of Council.
8. **Retention:** The Town Clerk or any other designated officer of the council shall retain all copies of the recordings made for a minimum of six months. After that, any copies of recordings may be disposed of at the discretion of the council.
9. **Compliance:** Any person who fails to comply with this procedure may be asked to cease filming or recording and may be subject to legal action.

Ramsgate Town Council will permit filming and recording of meetings and events that are open to the public, subject to the guidelines set out in this procedure. This procedure will ensure that filming and recording are conducted in a manner that is respectful, professional, and transparent.