



RAMSGATE TOWN COUNCIL

FILMING AND RECORDING PROCEDURE

Adopted	14th June 2023
Due to review	As required, reviewed 8th July 2026

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 circumstances in which filming, recording, photographing, broadcasting, reporting or written commentary may take place](#), 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. [For formal meetings, this procedure applies only to those parts of meetings that are open to the public and does not apply where the press and public have been lawfully excluded for confidential or exempt business.](#)

Procedure

- 1. Permission to film and record:** [Where a meeting is open to the public, any person attending is permitted to report on the meeting, including by filming, photographing, making an audio recording, broadcasting, blogging, tweeting or otherwise providing written commentary, provided this is done in a non-disruptive manner. Prior permission is not required for public meetings, although attendees are encouraged to notify the Town Clerk in advance where possible so that reasonable arrangements can be made.](#)

2. **Responsibility:** The person filming or recording is responsible for complying with all applicable laws, regulations and this procedure, including the UK General Data Protection Regulation, the Data Protection Act 2018, the Human Rights Act 1998, and any applicable safeguarding requirements.
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. The Chair may require recording activity to stop or be moved if it is disruptive, prevents others from seeing or hearing proceedings, involves intrusive lighting or flash photography, creates excessive noise, or otherwise interferes with the proper conduct of the meeting.
4. **Copyright:** The person filming or recording must not infringe on any intellectual property rights, including but not limited to copyright.
5. **Editing:** Any published recording or extract should not be edited, altered or presented in a way that is misleading, inaccurate, defamatory, or likely to misrepresent the proceedings.
6. **Public Access:** Ramsgate Town Council meetings and events are public and are recorded and broadcast for public access. Attendees should be made aware where this is taking place.
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 by or on behalf of the Council in accordance with the Council's Data Protection Policy, Retention Policy and any applicable legal or evidential requirements. Recordings should not be retained for longer than necessary.
9. **Compliance:** Any person who fails to comply with this procedure may be asked to cease filming or recording where their activity is disruptive, unlawful, or relates to confidential or exempt business. Legal action may be considered where appropriate.

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. This procedure should be read alongside the Council's Standing Orders, Data Protection Policy, Retention Policy and any arrangements for public participation at meetings.