

<b>Report on</b>	Revised Photographic Policy
<b>Date of Meeting</b>	Thursday 8 <sup>th</sup> February 2024
<b>Reporting Officer</b>	Kate Keys
<b>Contact Officer</b>	Kate Keys

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The report outlines minor changes to the Council's Photographic Policy to reflect the required policy review undertaken.
<b>2.0</b>	<b>Background</b>
2.1	<p>Historically, photography and video use has taken place in council and community facilities to record events. Modern digital advances in communications, social media, hardware and software, including AI offer unprecedented opportunities for misuse as well as presenting increasing complexities of compliance with data protection principles.</p> <p>Taking this into consideration, the photographic policy has been reviewed and revised to address these issues.</p>
<b>3.0</b>	<b>Main Report</b>
3.1	Images of individuals and groups can be considered as personal data and must therefore be processed in line with the principles of GDPR and on the basis of consent (that is, that the individual has given clear consent for their personal data to be processed for a specific purpose). This applies particularly to images of children and vulnerable adults.
3.2	The revised policy expands on what photographic images taken either by Council employees, agents or those submitted by a third party are used for, where they can be taken, by whom, and how, so that clear consent can be given on the basis of full knowledge on the part of the individual giving consent. It also includes what must happen if an individual withdraws their consent at a later date.
3.3	The revisions also strengthen guidance to staff and third parties such as external suppliers of services and hirers of Council facilities in relation to the Council's obligations to safeguard children and vulnerable adults.

3.4	Drone technology is sometimes used to record progress with Council managed projects, particularly within the capital development programme. Drones have the ability to capture, store and share images of events and people often from viewpoints not available using more traditional forms of image production hardware. The revised policy acknowledges the high impact of drones on privacy and provides guidance on the processing of images taken using drone operations.
3.5	The revised policy is appended to the report with additions and changes marked in red.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: The revisions assist in the mitigation of risks associated with non-compliance with GDP Regulations and safeguarding obligations of the Council.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Committee notes the revised Photographic Policy.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Revised Photographic Policy (changes in red)