

WINCHAM PARISH COUNCIL

GENERAL DATA PROTECTION REGULATION

POLICY CLARIFICATION IN RELATION TO PHOTOGRAPHS DISPLAYED IN THE PARISH COUNCIL NEWSLETTER AND ON PARISH COUNCIL WEBSITE

Approved 24 April 2019

Newsletter and Website Photographs

Wincham Parish Council publishes a newsletter, the Wincham Word, which is freely distributed around the village and may be seen beyond the parish boundaries. Wincham Parish Council website contains copies of the village newsletter. Within each copy of the newsletter there are photographs of Wincham and of Councillors and members of the public, sometimes including children. The copies of the newsletter are reproduced and kept for purposes of informing the community and maintaining a social history of the village and are accessed by visitors to the website. In the case of photographs of a child, the prior permission of a parent or guardian will have been obtained wherever possible.

No complaint has ever been received by Wincham Council from a person displayed on any of these photographs. The Council considers that it is impractical to try to contact each adult so depicted to request their consent but is willing to delete any such photographs should the subject, or if a minor their parent or guardian, wish. In such a case, the Clerk to Wincham Parish Council should be contacted to effect such a deletion from the website in accordance with the Subject Access Request policy adopted by Wincham Parish Council. (Please see contact details below.)

Recordings of Parish Council Meetings, Committee or Sub-Committee Meetings

Should the Parish Council make an audio or film or digital recording of any of its Parish Council meetings or committee or sub-committee meetings, this Publication Scheme will apply to such recording. The recording will be kept in safe keeping by the Clerk in a locked filing cabinet and the Parish Council shall determine at its earliest convenient opportunity how long such recording should be retained.

Approved by Council on 24 April 2019 (Item 12 of the Agenda)

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Chairman of Wincham Parish Council
Ian Parr

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Clerk of Wincham Parish Council
Naomi Morris

Dated
24 April 2019