

# SPENNYMOOR TOWN COUNCIL



## PHOTOGRAPHY POLICY

<b>Author of Policy:</b>	Town Clerk
<b>Date Effective From:</b>	26 <sup>th</sup> October 2021
<b>Policy Review: When &amp; By Whom</b>	5 <sup>th</sup> October 2021 Constitution Working Group
<b>Next Review:</b>	September 2023
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In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website [www.spennymoor-tc.gov.uk](http://www.spennymoor-tc.gov.uk) and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

# 1. Introduction

- 1.1 Photographic images are used by the Town Council:
  - to enhance its website and other promotional material;
  - to mark Civic occasions in Spennymoor;
  - when the Town Mayor or Deputy Town Mayor is representing the Town Council within the Community/opening an event where a formal written invitation has been received; and,  
When the Town Mayor or Deputy Town Mayor is presenting a certificate or gift, or opening an event.
- 1.2 It is intended that photographic images should be used to highlight activities in the town rather than promote individuals.
- 1.3 Photographs, video and electronic images are classified as personal data under the Data Protection Act 2018.
- 1.4 For the purpose of this Policy, the term *photographic images* is understood to include photography, video and other electronic images.

## 2. Purpose of the Policy for the Use of Photographic Images

- 2.1 To ensure responsible use of photographic images by Spennymoor Town Council and its partners.
- 2.2 To ensure that only a high standard of photographic images are used on the Council website, any Town Guide or other promotional material.
- 2.3 To ensure that all legal requirements are met in the taking and publication of photographic images.
- 2.4 To ensure the appropriate requirements are adhered to regarding photographic quantities and charges.

## 3. General Principles

- 3.1 Members and Officers will exercise the greatest discretion at all times when selecting photographic images for publication taking into consideration the sensitivities of any situation.

- 3.2 Editorial control will be retained by the Town Council and the Town Clerk at all times in regard to the choice of photographic images used on the Town Council website, information TV screens or other materials.
- 3.3 The Photographer will ask the permission of the Town Council to reproduce any images for commercial use or other purposes.
- 3.4 Photographic images focusing on children and vulnerable adults who could be readily identified will not be used without prior permission from parents, carers or legal guardians.
- 3.5 Charges for any hard copy photographs ordered following an event or Civic visit (a maximum of 2 photographs for Mayors' celebration visits) will be agreed by the Town Council with the photographer before any order is placed. The photographer will present an invoice to the Town Council for payment upon satisfactory completion of the order.
- 3.6 The Town Council will not be responsible for the sale of photographs to members of the public or other establishments at any time.
- 3.7 The photographer will not be alone with a minor or vulnerable adult at any time.
- 3.8 Any photographic images will remain the property of the person who has taken the photograph as set down in Copyright Law, unless the Town Council purchases the rights to the photographs.
- 3.9 Where a member of the public or other establishment applies for the use of a photograph appearing on the Town Council's website or other promotional material, the person or establishment will be referred directly to the photographer responsible for the work.

# Policy for use of Photographic Images

## Rules to be observed at all times by persons taking photographs at the request of Spennymoor Town Council.

1. The photographer will speak with the Organiser(s) on site before the start of the event or Civic function to inform them of the intention to take photographs.
2. The photographer will adhere to the photographic requirements as agreed in the order.
3. The photographer will not be alone with a minor or vulnerable adult at any time.
4. Any difficulties encountered during an event or Civic function will be reported immediately on site to the Officer in charge or Mayor for Civic functions or by telephoning Spennymoor Town Council on 01388 815276 without delay if they are not present.

Signed..... Dated: .....  
Photographer

Name, address and telephone number of the photographer

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*(please print)*

Signed.....  
On behalf of Spennymoor Town Council

Dated.....