

*Councils are obliged to consider carefully their legal obligations under the Data Protection Act when using photographs in publications, on their websites and in supplying them to third parties.*

**AT EVENTS WHERE PHOTOGRAPHS ARE TAKEN BY OR ON BEHALF OF THE PARISH COUNCIL:**

The following principles are adopted by Wickham Bishops Parish Council to ensure compliance.

1. Posters stating the “Key Facts”, will be prominently displayed at the event:
  - Official photographs will be taken;
  - Who will be photographed;
  - The planned use of the photographs;
  - How to recognise the photographers;
  - Permission from a responsible adult will be sought where the subject is a minor;
  - There will be an ability to opt-out;
  - A Parish Council contact.
2. The Key Facts will be included on, but not limited to, event advertisements and flyers.
3. Attention will be drawn to the existence of the Policy by posting on the Parish Council noticeboard and website.
4. At large events and at the discretion of the Parish Council, photographers will be provided with Parish Council tabards so that they may be easily identified.

**Approved and Adopted by Wickham Bishops Parish Council.**

**Signed:**

**Date:**