

Data Protection Officer
Freedom of Information
NW Leicestershire District Council
Whitwick Road
Coalville
Leicestershire
LE67 3FJ
Telephone: 01530 454763

FREEDOM OF INFORMATION REQUEST 1092

I write further to your email dated 30 January 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000, explained on our [freedom of information](#) page.

Our response:

- Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?
Bulletins, communications, in-house training sessions, GDPR training.
- Do you have a policy or procedure for the taking of photographs or filming activity at events?
We do not have a policy or procedure for public open events, however we do have a protocol for Council meetings:
<https://minutes-1.nwleics.gov.uk/documents/s3792/Appendix%202.pdf>
- How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.
Signs and communication at the start of an event and during intervals to make attendees aware photos will be taken. Opportunity to opt out by informing an official.
- Do you place notices or posters at events to give warning to attendees that photographs will be taken? If yes, please include a copy of the announcement, sign, advertisement or poster. If no, what is your procedure?
Yes – see attached. This is an example for one event, each event is assessed and the poster is amended accordingly.
- Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy.
We do not have a formal checklist or procedure for staff, when organising an event we refer to the [Purple Guide](#). Each event has an event management plan and risk assessment.
- If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.
Yes, on occasion. Please see example attached.
- Do you have a media consent form? If yes, please enclose a copy.
No.

- How do you manage consent for underage attendees?
We seek parental consent.
- How do you manage consent kids photos taken in your library service?
Not applicable, libraries are handled by county council.
- How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.)
We have a photography consent form, which anyone taking photographs for publicity purposes, including professional photographers hired by us, use to gain consent from individuals and parents / carers.
- Has your Council made any recommendations or reports to management concerning the taking of pictures or filming within your organisation? If so, please supply me with a copy.
No.

The supply of information in response to a freedom of information request does not confer the right to re-use the information. UK copyright law allows information supplied for the purposes of private study and non-commercial research to be used without permission. Information supplied can also be re-used for the purposes of news reporting except for in the case of photographs.

GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.