



TILLINGHAM VILLAGE COUNCIL



POLICY FOR THE PUBLISHING OF PHOTOGRAPHS **Adopted March 2015** **Reviewed 18 April 2017**

Tillingham Village Council will consider its legal obligations under the Data Protection Act when considering the use of photographs in publications, on their website and if supplying photographs to third parties.

At events the relevant information to be provided is:

- That official photos will be taken.
- Who will be photographed (children, competition winners, the public etc.).
- How to recognise the photographers.
- How the photographs will be used (local newspaper, Village Council website with link to and from other web sites, council newsletter, provided for 3rd partner organisations for further publication).

If Tillingham Village Council is to use photographs or supply photographs to a third party Tillingham Village Council will consider undertaking the following safeguards.

At events Tillingham Village Council may:

1. Provide posters that contain relevant information
2. Provide photographers with Council name label or tabards so that they can be easily identified.
3. Display posters in areas so that they are widely seen.
4. Display posters prominently at the event. The posters should contain the Village Council's name and who to contact for further information.
5. Provide leaflets that provide the relevant information.
6. Advertise the event and relevant information in the local press.
7. Publicise the relevant information on the Village Council's website and notice board, or in local shops pubs etc.
8. The photographers can inform potential subjects of the purpose of their photographs.