

This matter is being dealt with by:

Name Jilly Walden

Reference: NCC-042607-19

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**Nottinghamshire
County Council**

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26 February 2020

Request for Information: Ref NCC-042607-19

Taking photos

Thank you for your request for information relating to taking photos. I can now let you have the following information in response to the questions you raised.

- **Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?** Guidance is provided on the staff intranet that states *'you must ensure that you have signed consent forms for any individual who is clearly identifiable in the media captured. This applies to: employees; Councillors; members of the public. This will help us make sure we are compliant with data protection laws and allow images to be stored and shared using our photo library.'* Further guidance is provided about how the photographs should be used and the length of time they should be stored for (3 years).
- **Do you have a policy or procedure for the taking of photographs or filming activity at events?** We have a framework of photographers who are signed up to Nottinghamshire County Council's photo consent procedures as part of their procurement agreement. Any staff taking photographs at events should follow the guidance on the intranet about using photo consent forms. The guidance states that, for larger groups, where it is not practical to get consent for everyone (such as in the street): *'It is recommended that you put up an A-board sign on the street, highlighting that photos will be taken between specified times by the County Council.'*
- **How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.** See above.
- **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?** See above. There is no pre-agreed notice. Each notice would be drafted according to the individual event.

- **Do you have a ‘Planning an event’ checklist or procedure for staff? If yes, please supply a copy.** No
- **If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.** No
- **Do you have a media consent form? If yes, please enclose a copy.** Attached
- **How do you manage consent for underage attendees?** We have a section of our consent form for under 16s to be completed by their parent or guardian.
- **How do you manage consent kids photos taken in your library service?** Inspire manage the County Council’s library service and have their own consent form, but this covers all the same aspects as the County Council’s consent forms. This also includes a separate section for under 16s which must be completed by a parent or guardian.
- **How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.** We use one overall form with sections where the person can identify how they want their photograph to be used e.g. social media, printed materials, etc. All consent forms are securely stored on the Councils image management system with the relevant image/s and can only be accessed with the necessary approval.
- **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.

We hope this now satisfies your request, and should you have any further enquiries please do not hesitate to contact me directly using the contact details below. In addition and for future reference Nottinghamshire County Council regularly publish previous Freedom of Information Requests and answers on our website, [click here](#) to see the Disclosure logs.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the

Team Manager,
Complaints and Information Team,
County Hall,
West Bridgford,
Nottingham,
NG2 7QP or email : FOI@nottsc.gov.uk.

Yours sincerely

Name : Jilly Walden
Position: Complaints information and Mediation Officer

