



## **Policy on Audio Recording and Publication of Council Meetings**

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### **1. Purpose**

This policy sets out the Parish Council's approach to audio recording of meetings and public sharing of such recordings, in line with the UK GDPR and principles of open government.

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### **2. Scope**

Applies to:

- All full council and committee meetings held in public.
  - All attendees, including councillors, staff, and members of the public.
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### **3. Recording Procedure**

- Meetings may be audio recorded by the Council.
  - Signage will be displayed and announcements made at the start.
  - Recordings may be published on the Council's website or other public platforms.
  - The Chair will remind all present at the start of each meeting that recording is taking place.
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### **4. Consent and Objections**

- Councillors and staff are expected to be recorded as part of their public role.
- Members of the public who do not wish to be recorded may:
  - Submit written statements instead of speaking.
  - Request redaction of their contributions if feasible.
- The Council reserves the right to edit recordings prior to publication.

## **5. Retention and Access**

- Recordings will be stored securely and will be retained for a minimum of 12 months.
  - Access is provided via the Council's website and/or by request.
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## **6. Exclusions and Editing**

The Council may:

- Pause or stop recording for exempt/confidential items.
  - Edit recordings to remove personal data or defamatory/sensitive content.
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## **7. Responsibilities**

The Clerk is responsible for:

- Managing the recording equipment.
  - Ensuring publication follows data protection requirements.
  - Handling requests, complaints, or objections.
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**Approved at the Finance & General Purposes Committee Meeting held on 30<sup>th</sup> June 2025 (ref: 30/06/2025/12b)**

**To be reviewed June 2027**

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## **Review**

The Policy was reviewed by Full Council at its meeting held on 23 March 2026, and it was resolved that the existing Policy should remain in force without amendment (Minute Reference: FTC 23/03/2026/19b).

In accordance with paragraph 5 (Retention and Access) of the Policy, all recordings made prior to 30 June 2025 will be permanently deleted.