



## Dunstable Town Council

### Photography & Filming Policy Statement

#### 1. Purpose & Scope

This policy outlines Dunstable Town Council's commitment to ensuring children, young people, adults (and any vulnerable individuals) are protected when photography or filming occurs during Council-led events or activities. It applies to all staff, councillors, volunteers, contractors, and media representatives involved.

#### 2. Principles & Legal Context

- Dunstable Town Council believes everyone has the right to a safe environment, free from misuse of images.
- Dunstable Town Council acknowledges that images can celebrate community events, promote our civic activities, and document Council initiatives, while safeguarding individuals' welfare and legal rights.
- Dunstable Town Council operates in alignment with UK legislation, including data protection (GDPR), child protection, and relevant safety guidelines.

#### 3. Consent Requirements in centre based services/activities

- **Children under 13:** Written consent must be obtained from a parent or legal guardian, and by the young person themselves before any images are taken, used, or shared.
- **Children 13 and up to and including 17:** Seek the young person's informed consent; consider informing parents, depending on context.
- **Vulnerable adults:** Seek express, informed consent; if lacking capacity, obtain consent from a responsible adult or representative.

#### 4. Public Open Spaces & Notification

- Dunstable Town Council recognises that many Council events and activities take place in open public spaces where complete control over photography and filming is not possible.
- At all such events, clear signage will be displayed to inform attendees that photography and filming may take place.

- If a member of the public subsequently sees an image of themselves online or in Council materials and does not wish for it to be used, they are asked to contact the Council. Dunstable Town Council will respect their request and remove the image wherever reasonably possible.

## 5. Usage Categories & Controls

- **Personal Use (Parents/Families):** Allowed, but families should obtain consent before sharing images of others online.
- **Council Use (Promotional/Record-Keeping):** Ensure consent is obtained and documented; use only for appropriate, respectful purposes.
- **External Media (Journalists, Students):** Must seek prior permission and follow safeguarding and consent rules.

## 6. Safeguarding Image Standards

- Use wide-angle or back of heads shots and avoid close-ups of children or vulnerable individuals unless explicitly consented.
- Ensure images are appropriate, dignified, and protective of privacy.
- Avoid publishing identifying details such as full names, uniforms, or specific locations.

## 7. Storage & Data Protection

- Store images electronically and restricted to Dunstable Town Council staff only

## 8. Rights to Withdraw Consent

- At any time, individuals may withdraw consent and request image removal from Council records or platforms. If the individual would need to identify the image/s they wish to have removed.
- This applies both to those who provided written consent and to members of the public photographed at open events.

## 9. Reporting Concerns & Procedures

- Any concerns (inappropriate images, exploitation risks, misuse) must be reported to the Council's Designated Safeguarding Officer, on the day of an event it must be reported to the event/service manager.
- Council safeguarding and child protection procedures will then be followed.

## 10. Communication & Training

- This policy will be published on the Town Council's website and make it accessible to the community and regularly reviewed.
- Communicate it to all staff, volunteers, event partners, and contracted media.
- Provide training or briefing on consent, safeguarding, and data protection responsibilities.