



Heworth Without Parish Council

Recording Policy

Council Recording Policy

1. Purpose

This policy sets out the guidelines for recording parish council meetings, including audio, video, and written recordings, to ensure transparency, compliance with legal requirements, and respect for privacy.

2. Scope

This policy applies to:

- Council Meetings (Full Council, Committees, and Sub-Committees)
- Members of the Public attending meetings
- Councillors & Officers involved in meetings

3. Legal Framework

This policy complies with:

- Public Bodies (Admission to Meetings) Act 1960 – allowing public access but permitting confidential discussions in private.
- Local Government Act 1972 – detailing meeting procedures and documentation.
- Data Protection Act 2018 – ensuring compliance with personal data protection.
- Freedom of Information Act 2000 – public access to recorded information.

4. Recording by the Parish Council

4.1 Official Recordings

- The Council does not routinely record meetings for the purpose of preparing minutes but reserves the right to do so.
- Any recordings will be deleted once the minutes are drafted.
- Recordings will not replace the official written minutes, which remain the legal record.

4.2 Storage & Access

- Any recordings made by the Council will be stored securely until deleted following preparation of the draft minutes
- Public access to recordings will be at the discretion of the Council, subject to FOI requests.

4.3 Use of Recordings

- Recordings will not be altered or edited.

5. Recording by the Public & Press

5.1 Right to Record

- The public and press may record meetings in line with the Openness of Local Government Bodies Regulations 2014.
- This includes audio, video, and social media broadcasting

5.2 Restrictions

- No recording is allowed during confidential/exempt agenda items.
- The Chair may suspend recording if it disrupts proceedings.
- Recording must not include private conversations or personal data without consent.

5.3 Notification Requirement

- Anyone wishing to record should notify the Clerk before the meeting.
- The Chair will inform attendees at the start of the meeting that recording is taking place.

6. Conduct & Compliance

6.1 Respectful Recording

- Those recording must not interfere with the meeting's conduct.
- Recordings should be made without causing nuisance or intimidation.

6.2 Data Protection Considerations

- Any recordings containing personal data must comply with the UK GDPR and Data Protection Act 2018.
- The Council is not responsible for how the public use recordings.

6.3 Handling Complaints

- Any concerns about recording should be raised with the Clerk.
- The Council reserves the right to take legal action against misuse of recordings.

Adopted: 19th May 2025

Review date: May 2029 or sooner if the relevant legislation changes Council Recording Policy