



London Borough of Barnet,
2 Bristol Avenue,
Colindale,
London NW9 4EW
6 March 2020
Our ref: 6024096

Thank you for your request received on 30 January 2020, for the following information:

As your aware GDPR applies to personal data, which is defined under regulation 4 of the regulations.

Staff who are involved in the collection, publication or taking of photographs or video footage of a person under the instruction of your Council must understand their obligations under GDPR.

Taking photos

Can you please supply me with the following :

*** Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?**

*** Do you have a policy or procedure for the taking of photographs or filming activity at events?**

*** How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.**

*** 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?**

*** Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy.**

*** If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.**

*** Do you have a media consent form? If yes, please enclose a copy.**

*** How do you manage consent for underage attendees?**

*** How do you manage consent kids photos taken in your library service?**

*** How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.)**

*** 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.**

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and it is attached/ the answers to your questions are below

As your aware GDPR applies to personal data, which is defined under regulation 4 of the regulations. Staff who are involved in the collection, publication or taking of photographs or video footage of a person under the instruction of your Council must understand their obligations under GDPR.

Taking photos

Can you please supply me with the following :

**** Can you please detail how your Council trains or provides guidance to all staff who undertake photography or filming activity?***

All staff undertake annual data protection training. The Council's approach to data protection and the processing of personal data is set out in the attached Privacy Policy and Data Protection Toolkit.

**** Do you have a policy or procedure for the taking of photographs or filming activity at events?***

The Council continually reviews and refreshes its Information Management Policy Framework. All high level policies have been updated and published and we do not have a full filming or photography at this time. The teams that take photography regularly like the Communications team follow current policy and broadly follow the approaches in the Photographic and Filming policy that was previously in place (attached).

**** How do you manage consent at Councils functions or events? Please supply a copy of any policies or procedure pertaining to same.***

**** 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?***

**** Do you have a 'Planning an event' checklist or procedure for staff? If yes, please supply a copy.***

**** If applicable, do you give notice on the event invitations that photographs will be taken? If yes, please include a copy.***

Council teams follow the council's data protection policies and for filming and photography broadly follow the approaches in the Photographic and Filming policy that was previously in place.

In addition, the council allows filming at Committee meetings. The Constitution includes the following provision in Article 7:

Filming and Recording of Meetings

7.33 Discreet, unlit, non-disruptive filming and recording of Council and Committee meetings by members of the public from the public gallery is allowed.

This is linked to the requirements in the Openness Regulations 2014:
<https://www.legislation.gov.uk/ukdsi/2014/9780111113554>

**** Do you have a media consent form? If yes, please enclose a copy.***

**** How do you manage consent for underage attendees?***

Council teams follow the council's data protection policies and for filming and photography broadly follow the approaches in the Photographic and Filming policy that was previously in place.

**** How do you manage consent kids photos taken in your library service?***

The library service does not take photographs of identifiable children.

**** How do you manage consent for photos taken for official use (used in publications, plans, reports, etc.)***

Council teams follow the council's data protection policies and for filming and photography broadly follow the approaches in the Photographic and Filming policy that was previously in place.

**** 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.***

The council has a programme of reviewing information management policies and procedures, which are approved by and communicated to the Council Management Team, Directors and Security Forum as appropriate.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.