

DEVON & CORNWALL POLICE AUTHORITY

PROTOCOL FOR WEBCASTING AUTHORITY MEETINGS

The Authority has agreed that certain of its meetings should be the subject of live web transmission ('webcasting') or recorded for subsequent transmission. Fixed cameras are located within the main meeting room at the Authority's Headquarters, Endeavour House, Exeter and also within the main meeting room at the Constabulary's Headquarters, Middlemoor, Exeter for this purpose.

This protocol has been produced to assist the conduct of webcast meetings and to ensure that in doing so, the Authority is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be webcast by the Authority.

1. Termination or suspension of webcast

No exempt agenda items (as defined in Schedule 12 A of the Local Government (Access to Information) Act 1985: Exempt information) shall be webcast.

The Chair of the Authority meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chair continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or any other reasons the Chair deems appropriate and reasonable;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Authority or Committee.

2. Storage and retention of webcasts

Authority meetings will be recorded onto DVD as they are streamed live on the Internet. These recordings will make up an archive. All archived webcasts will be available to view on the Authority's website for a period of six months subject to paragraph 4.

Archived webcasts shall only be removed from the website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action s/he must notify all Members as soon as possible of her/his decision and the reasons for it.

The Authority expects the Chair and the Chief Executive to ensure that Authority meetings are conducted lawfully. Therefore, it is anticipated that the need to exercise the power set out above will occur only exceptionally.

Any Member who is concerned about any webcast should raise their concerns with the Chief Executive.

2. Agenda Front Sheets and Signage at Meetings

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notification:

WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Authority's web site. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.

You should be aware that the Authority is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Authority's published policy.

Therefore by entering the meeting room and using the seats around the meeting tables, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people.

If you have any queries regarding this, please contact the meeting administrator on 01392 268333.

3. Conduct of meetings

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being webcast, and that the Chair may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chair making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing."