

Moseley Forum

Privacy Statements

1. Photography, Filming and Video Recording at Meetings

- a. In drawing up this statement we have taken into consideration advice from the City Council on protecting members of the community attending and speaking at our public or other open Forum meetings from unwarranted exposure through social and other electronic or printed media
- b. All Moseley Forum meetings are open to the public. The Committee does meet privately to discuss matters of protocol and upcoming events
- c. At the start of open meetings the Chair (or delegated Forum member) will inform those present of this, Moseley Forum's Privacy Policy, viz;
 - i. "Those present by virtue of signing in give permission for their contributions here to be recorded either by means of film or by the taking of notes both of which will be made public by means of the Forum's website. If you do not wish to be recorded you may wish to leave now."
- d. **ZOOM – NEW ITEM REQUIRED AS AND WHEN SORTED.**
- e. Anyone wishing to separately and additionally record, film or photograph members of the public at such meetings must seek the permission of the Chair of Moseley Forum, or in her/his absence the Chair of the meeting before proceeding.

2. Photography

- a. If permission to photograph is given, the Chair of the meeting will at the start of the meeting always seek the permission of those people in attendance.
- b. Any objections will be made known to the individual photographing the meeting.

3. Filming and Video Recording

1. **Speakers or Official Capacity**
 - a. It is our policy that permission will be given to record the contributions of guest speakers, elected representatives such as councillors; officers of public agencies and others attending in an official capacity.
 - b. The onus is on these individuals to inform the Chair if they do not wish to proceed on this basis.
2. **General Public**
 - a. It is our policy that permission will be given to film general or 'crowd' shots of those attending our meetings.
 - b. It is our policy that permission will **not** be given to film members of the public speaking or voting or otherwise expressing a view at our meetings. This will only be varied if an individual attendee has specifically given permission for himself/herself (and no other person) to be filmed.
 - c. If a member of the public has given this permission, then this must be made known to and discussed with the Chair of Moseley Forum and/or the Chair of the meeting **prior to the start** of the meeting. At this stage the decision as to whether filming can go ahead rests solely with the Chair.
 - d. If permission is given, the Chair is responsible for explaining this arrangement at the start of the meeting to the people assembled.
 - e. In this case, care must be taken to ensure other that the filming does not incorporate material relating to other members of the public who have not given permission.

- f. If after explaining the arrangement, objections are raised by members of the public to the filming, the Chair will resolve whether filming may take place or not. This applies both to filming both generally and individually. His /her decision is final.

4. Attribution in Minutes of Public Meetings

- a. This statement has been drawn up as guidance on recording statements made or questions raised by members of the public at Moseley Forum’s public meetings.
- b. At each meeting the Chair will explain the Moseley Forum Privacy Statements 1 (film etc.) and 2 (naming contributors).
- c. At the meeting itself, the Chair should request that all those making a contribution preface this by stating their name and connection to Moseley (resident, business etc.).
- d. When the minutes are written up the Secretary will follow the practice of alluding only to the contributor’s role/connection with Moseley rather than by name, unless they are:
 - Speakers
 - Moseley Forum Officers and Committee members
 - Representatives of community groups who have stated they wish their comments to be recorded.

The Secretary will provide draft AGM Minutes to the Committee within one month of the AGM.

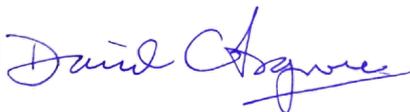
The Secretary will make full attendance lists available on demand to the committee

This statement will be reviewed every two years or sooner where legislation is amended.

Adoption

This Privacy Statement was adopted by Moseley Forum on 16 July 2023

Next Review due..... 16 July 2025

Signed 

Date: 1 August 2023

David Isgrove (Chair)