



PRIVACY STATEMENT

1. DEFINITIONS

- 1.1. For definitions of terms such as 'Member', 'Committee Member' or 'Officer' used throughout this document, refer to section 4 of the Constitution. The use of 'We' and 'The Forum' effectively mean the Committee of Moseley Forum or the responsible person.

2. RECORDING AT MEETINGS

- 2.1. In drawing up this statement The Forum 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
- 2.2. Moseley Forum hold meetings for all to attend. The Committee does meet privately to discuss matters of protocol and upcoming events
- 2.3. At the start of open meetings, the Chair (or delegated Forum member) will inform those present of this, Moseley Forum's Privacy Statement, vis

"Moseley Forum respects the privacy of every individual present at this meeting. Your names and details have been recorded for the purposes of providing proof to the funding authorities that The Forum reaches out to the community. If and when these records are requested, they will be subject to redaction to anonymise the personal data. The meeting will be recorded by way of taking notes which will be subsequently published on the Forum's website. Speakers will only be identified by their initials unless we are informed that total privacy is requested.

The meeting may be recorded by video or audio means and again, should speakers wish to maintain their privacy then their points may be made privately through the chair.

Those that have provided their details such as an email address are agreeing to The Forum recording these details for their future communications.

All records of attendance will be destroyed as and when appropriate."

- 2.4. Where any meeting is held exclusively by means of Zoom or any other virtual technology these may be recorded. Anyone wishing to attend anonymously and not disclose their personal details may do so by way of the website or privately through the chair. The recordings will be made available on line or to download.
- 2.5. Anyone wishing to separately and additionally record, film or photograph members of the public or otherwise record such meetings must seek the permission of the Chair of Moseley Forum, or in her/his absence the Chair of the meeting before proceeding. Permission shall normally NOT be granted but is at the discretion of the majority of the committee. Any recorded material may not be used without prior permission of the Forum/
- 2.6. If anyone objects to being recorded in any manner then the Forum will take the necessary actions to protect their privacy. People who wish to have their privacy protected may sit in a protected area if live streaming is to occur.

3. PHOTOGRAPHY

- 3.1. 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.
- 3.2. Any objections will be made known to the individual photographing the meeting.

4. FILMING AND VIDEO RECORDING

4.1. GUEST SPEAKERS

- 4.1.1. 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.
- 4.1.2. If these individuals do not wish to be recorded then the Forum through the Chair will make the necessary arrangements to protect their privacy.

4.2. GENERAL PUBLIC

- 4.2.1. It is our policy that permission will NOT be given to film general or 'crowd' shots of those attending our meetings.
- 4.2.2. 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 themselves (and no other person) to be filmed or recorded.
- 4.2.3. 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.
- 4.3. If permission is given, the Chair is responsible for explaining this arrangement at the start of the meeting to the people assembled.
- 4.4. In this case, care must be taken to ensure that the filming does not incorporate material relating to other members of the public who have not given permission.
- 4.5. 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.

5. ATTRIBUTION IN MINUTES OF PUBLIC MEETINGS

- 5.1. 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.
- 5.2. At each meeting an explanation of the Moseley Forum Privacy Statements will be given upon request.
- 5.3. At the meeting itself it should be requested that all those making a contribution preface this by stating their name and connection to Moseley (resident, business etc.).
- 5.4. When the minutes are written up the Secretary will follow the practice of noting only their initials and alluding only to the contributor's role/connection with Moseley rather than by name, unless they are:
 - 5.4.1. Guest Speakers
 - 5.4.2. Moseley Forum Committee members
 - 5.4.3. Representatives of community groups who have stated that they wish their comments to be recorded and attributed.

6. REVIEWS, AMENDMENTS ETC

- 6.1. This statement will be reviewed every two years or sooner where legislation or any other statutory or local policy demands is amended.
- 6.2. This Constitution may only be altered by a resolution passed by not less than two thirds of the voting members present and voting at an AGM or EGM. The notice of any such meeting must include notice of the resolution, setting out the terms of the alteration proposed.

7. ADOPTION

7.1. This document shall be signed off here under by the current Chair but shall also be circulated to all Committee Members for them to acknowledge. All Committee Members shall abide by the procedures and protocols herein.

This **Privacy Statement** was adopted by Moseley Forum on: 16th May 2023

First Revision 26th November 2024

Next Review due 26th November 2026



Signed:.....

Position held: Chair

Date:.....27th November 2024