

# **OFFICE OF THE POLICE AND CRIME COMMISSIONER**

## **PROTOCOL FOR WEBCASTING OPCC MEETINGS**

The OPCC has agreed that certain of its meetings should be the subject of live web transmission ('webcasting') or recorded for subsequent transmission. Fixed cameras located at meeting venues are sometimes used for this purpose, and mobile filming may also take place.

This protocol has been produced to assist the conduct of webcast meetings and to ensure that in doing so, the OPCC 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 OPCC.

### **1. Termination or suspension of webcast**

The Chair of the 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. An example would be public disturbance or any other reasons the Chair deems appropriate and reasonable.

### **2. Storage and retention of webcasts**

All archived webcasts will be available to view on the OPCC and / or hosts' website for a period of six months subject to paragraph 4.

Archived webcasts may 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.

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

### **3. 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 is being filmed for live and subsequent broadcast on the Internet via the OPCC and / or host's web site.

You should be aware that the PCC is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the OPCC'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 225555.

#### **4. 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.