



*St Asaph City Council*

## **Website & Photographs Policy**

St Asaph City Council's website will provide accessible information to the public about the Council's services and activities. Photographs may also be posted on the website to illustrate any reports or news items.

### **1. Legal Reference**

- General Data Protection Regulations (GDPR) 2018

### **2. The Website will include:**

- a) Contact details for councillors and the Clerk;
- b) Statutory documents and notices, including Agendas for forthcoming meetings, minutes and annual accounts;
- c) News about activities of the Council and information for residents;
- d) Details of events organised by the City Council;
- e) A link to the City Times, which is managed and edited by an independent group.

Subject only to the requirements of the law, Council has the right to determine what should or should not be included on the website.

The website may also include other material, such as history and geography of the local area

### **3. Management**

- a) The domain name of the website is [www.stasaphcitycouncil.gov.uk](http://www.stasaphcitycouncil.gov.uk);
- b) Day to day management of the website is delegated to the City Clerk, who will update statutory and routine information on the site;
- c) The content of the website is kept under review by the website working party;
- d) Website maintenance and backups are carried out by Designweb.

### **4. Photographs and Images**

- a) Photographs and visual images are regarded as personal data under GDPR.

## Annual Meeting December 2020

- b) The City Council will maintain a record of who provides images displayed on the website.
- c) Copyright and ownership of all photographs remains with the photographer.
- d) Photographs must be supplied by the photographer or a person supplying the permission of the photographer, unless the photographs are in the public domain.
- e) Parental consent, under GDPR, must be provided for any photographs of children under the age of 16.
- f) The City Council will remove all photographs of young people and children from the website when requested to do so by the parents or guardians as soon as is practically possible.
- g) Where Council events will be photographed, warning signs will be displayed informing the public, and particularly parents and guardians, that photography is taking place.
- h) Non-identifiable photographs, for example group photographs or background photographs, may be used without prior consent.
- i) Photographs will be handled in the same way as other personal data and will be disposed of securely once it is no longer required.

**In case of any query, please contact the City Clerk:**

Mrs Jill Ellison  
City Clerk  
26 Maes Dofor  
Llanfairfechan  
Conwy LL33 0RP

e-mail: [clerk@stasaphcitycouncil.gov.uk](mailto:clerk@stasaphcitycouncil.gov.uk)