



Cyngor Dinas Llanellwy St Asaph City Council

Website & Photographs Policy

1. Introduction

1.1 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.

2. Legal Reference

- Data Protection Act 2018.

3. Website Contents

3.1 The Website will include:

- i. Contact details for councillors and the Clerk;
- ii. Statutory documents and notices, including Agendas for forthcoming meetings, minutes and annual accounts;
- iii. News about activities of the Council and information for residents;
- iv. Details of events organised by the City Council;
- v. A link to the City Times, which was managed and edited by an independent group. The City Times is not currently in publication.

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

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

4. Management

4.1 The domain name of the website is www.stasaphcitycouncil.gov.uk

4.2 Day to day management of the website is delegated to the City Clerk, who will update statutory and routine information on the site;

4.3 The content of the website is kept under review by the website working party;

4.4 Website maintenance and backups are carried out by Designweb DMA Ltd.

5. Photographs and Images

5.1 Photographs and visual images are regarded as personal data under the Data Protection Act 2018.

Website & Photographs Policy

- 5.2 The City Council will maintain a record of who provides images displayed on the website.
- 5.3 Copyright and ownership of all photographs remains with the photographer.
- 5.4 Photographs must be supplied by the photographer or a person supplying the permission of the photographer, unless the photographs are in the public domain.
- 5.5 Parental consent, under Data Protection Act 2018, must be provided for any photographs of children under the age of 16.
- 5.6 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.
- 5.7 Where Council events will be photographed, warning signs will be displayed informing the public, and particularly parents and guardians, that photography is taking place.
- 5.8 Non-identifiable photographs, for example group photographs or background photographs, may be used without prior consent.
- 5.9 Photographs will be handled in the same way as other personal data and will be disposed of securely once it is no longer required.

6. Further Informaion

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

Mrs Jill Ellison
City Clerk
PO Box 224
Llanfairfechan
LL57 9EQ

e-mail: clerk@stasaphcitycouncil.gov.uk

<i>Policy Adopted</i>	<i>December 2020</i>
<i>Last Review</i>	<i>May 2026</i>
<i>Next Review</i>	<i>May 2031</i>