



# Heybridge Parish Council

## Publication Policy

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### 1. Introduction

- 1.1 In order to comply with the Data Protection Act and other current regulations, this policy outlines the Parish Council's publication procedure.

### 2. Publications Involved

- 2.1 The Parish Council may publish leaflets, booklets, Heybridge Herald, website and other information to promote the work of the Parish Council.
- 2.2 The Parish Council may arrange events and take photographs to publish. Events include but are not limited to: Community Festival, Christmas Reception, Christmas Senior Citizens Lunch, Meet your Councillors, Afternoon Tea with Councillors, and Heybridge Quiz Night.
- 2.3 Notification will always be made to people attending events organised and managed by the Parish Council regarding where and when photographs may be published.

### 3. Permission for Publication

- 3.1 The Parish Council will seek permission for the photographs to be published at the discretion of the Parish Council from those supplying the photographs. The Parish Council will only use photographs where express permission has been granted.
- 3.2 The Parish Council will inform that publication may be by hard copy, email and the web.
- 3.3 The Parish Council will use photographs in Parish Council publications, and be authorised to distribute these in hard copy format, by email and publish on the internet.

- 3.4 The Parish Council will only use photographs containing images of people including children in the following circumstances:-
- The images have been provided to the Parish Council for publishing;
  - The Parish Council has received permission.
- 3.5 The Parish Council website may provide links to relevant authorities when written permission is obtained.

#### **4. Status of Policy**

- 4.1 This policy will be considered for adoption at full Council meeting to be held on 23 October 2014. Adopted 23 October 2014. Reviewed May 2016. Reviewed and agreed 18 May 2017.

September 2014

Clerk

**Permission granted to publish photo(s) or image(s)**

I/We give Heybridge Parish Council permission to use photographs and/or images for publications as outlined in the Parish Council Publication Policy.

Name:
Address:
Contact phone number:
Date:

Brief description of the photographs and/or images:

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**For Office Use Only**

Date received:

Reference:

Details of publication: