



Protocol for webcasting of meetings

The council has agreed that certain meetings should be the subject of live web transmission ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within our meeting rooms for this purpose.

1. The chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) public disturbance or other suspension of the meeting;
- (ii) exclusion of public and press being moved and supported; and/ or
- (iii) any other reason moved and seconded and supported by the Council/Committee.

2. No private agenda items shall be webcast.

3. Subject to paragraph 4 below, all archived webcasts will be available to view on the council's website for a period of a year. Council meetings are subsequently stored in accordance with records management procedures.

4. Archived webcasts or parts of webcasts shall only be removed from the council's 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 private information.

Council expects the chairman and the monitoring officer to ensure that meetings are conducted lawfully. Therefore, council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. There is a presumption that members and officers give their consent to be filmed and for images to be webcast, unless a specific request is made to the monitoring officer for an exception to be made in advance of the meeting. The monitoring officer will take a view on a case-by-case basis on whether there is sufficient justification for making an exemption.

6. On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:

Webcasting notice

Please note: this meeting may be filmed for live or subsequent broadcast via the council's website. At the start of the meeting the chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the council is a data controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the council's published policy.

Therefore by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ask the committee clerk, who will advise where to sit.

If you have any queries regarding this, please contact the monitoring officer at monitoringofficer@buckinghamshire.gov.uk.

7. At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the chairman making the following statement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.”