



# **GLASGOW CITY COUNCIL**

## **PROTOCOL FOR WEBCASTING OF COUNCIL MEETINGS**

## Introduction

Glasgow City Council ("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 the Council Chamber and in certain committee rooms for this purpose. Confidential business will not be webcast. This protocol does not affect existing restrictions in the Council's Standing Orders on the recording, photographing or filming of proceedings by any person other than the Council.

## Main Provisions

This protocol has been produced to assist the conduct of webcast meetings and to ensure that in doing so the Council is compliant with its obligations under the GDPR and Data Protection Act 2018 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be webcast by the Council:-

1. The Lord Provost will confirm at the start of the meeting whether the meeting or any part of it will be webcast. The Lord Provost has the discretion to terminate or suspend the webcast if in his/her opinion continuing to webcast would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of webcasting include public disturbance or other suspension of the meeting or the potential infringement of the rights of any individual.
2. No exempt or confidential agenda items shall be webcast, and no part of any meeting will be webcast after the Council has voted to exclude the press and public because there is likely to be disclosure of exempt or confidential information.
3. Subject to paragraph 4 below all archived webcasts will normally be available to view on the Council's website for a period of 5 years and thereafter will continue to be held in the Council's archives but may not be available on the Council's website.
4. Archived webcasts or parts of webcasts shall only be removed from the Council's website prior to the end of the time period set out in paragraph 3 above 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 law, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information, or if the content is defamatory or contains material considered inappropriate for inclusion in an official Council publication.
5. The Council owns the copyright in the webcasts.
6. Any elected Member who is concerned about any webcast should raise their concerns with the Director of Governance and Solicitor to the Council.

## **Agendas and Signage at Meetings**

Included in each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

### **WEBCASTING NOTICE – COUNCIL CHAMBER**

**Please note: this meeting may be filmed for live and subsequent broadcast via the Council’s internet site – at the start of the meeting the Lord Provost 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 GDPR and Data Protection Act 2018. Data collected during this webcast will be retained in accordance with the Council’s published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council’s internet site.**

**Generally the press or public seating areas will not be filmed. However, by entering the Council Chamber and using the press or public seating area, you acknowledge that you may be filmed and that any information pertaining to you contained in the video and oral recording of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the performance of a task carried out in the public interest. For more information see [www.glasgow.gov.uk/webcasting](http://www.glasgow.gov.uk/webcasting).**

**If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services on 0141 287 3926 or [Committee.Services@ced.glasgow.gov.uk](mailto:Committee.Services@ced.glasgow.gov.uk)**

### **WEBCASTING NOTICE – COMMITTEE ROOMS**

**Please note: this meeting may be filmed for live and subsequent broadcast via the Council’s internet site – at the start of the meeting the chair 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 GDPR and Data Protection Act 2018. Data collected during this webcast will be retained in accordance with the Council’s published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council’s internet site.**

**Generally the cameras will not focus press or public seating areas. However, by entering the committee room and using the press or public seating area, you acknowledge that you may be filmed and that any information pertaining**

to you contained in the video and oral recording of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the performance of a task carried out in the public interest. For more information see [www.glasgow.gov.uk/webcasting](http://www.glasgow.gov.uk/webcasting) . If you are asked to speak at the meeting then your submission to the committee will be captured as part of the webcast.

If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services on 0141 287 3926 or [committee.services@ced.glasgow.gov.uk](mailto:committee.services@ced.glasgow.gov.uk).

### **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 or may be webcast, and that the Lord Provost may also terminate or suspend the webcasting of the meeting, in accordance with this protocol. This will be confirmed by the Lord Provost 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. I have the discretion to terminate or suspend filming, if in my opinion allowing filming to continue would prejudice the proceedings of the meeting.

Members are reminded that the cameras are activated by the sound system, and that they must switch on microphones when speaking and off again when finished speaking”.

Note: The provisions of this protocol will apply also to committee or other meetings being filmed, with the words “Lord Provost” being substituted by “Chair”.