

Committee(s):	Date(s):
Open Spaces and City Gardens Committee	25 November 2013
Subject: Policy on the use and collection of images of children, young people and vulnerable adults	Public
Report of: Director of Open Spaces	For Decision
Summary	
<p>Open Spaces sites regularly feature images of children, young people and vulnerable adults in publications or web pages. These images are used to promote our sites. In order to effectively safeguard visitors to Open Spaces sites and to ensure compliance with the Data Protection Act 1998 a policy on the use and collection of images of children, young people and vulnerable adults has been developed.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none"> • Note the report • Agree the Departmental Policy on the use and collection of images of children, young people and vulnerable adults 	

Main Report

Background

1. Photographs are an essential part of marketing our Open Spaces. In particular, images are used to promote recreational and educational activities which take place at our sites. Images of children, young people and vulnerable adults are made by Open Spaces members of staff and received from third party organisations. It is important that appropriate consents are gained for all images and footage.

Current Position

2. A policy has been developed which provides for a consistent approach to gaining consent to images and footage of children, young people and vulnerable adults being collected, stored and used by Open Spaces. This policy was developed in consultation with the Public Relations Office (PRO).

Proposals

3. The policy will ensure that across Open Spaces sites appropriate consents are gained for images and footage created by Open Spaces staff and received from third parties. The policy requires that a standard form is used to secure consent for all images and footage.

Implications

4. The policy has been prepared to minimise the risks to which the City of London is exposed. The policy will ensure compliance with the Data Protection Act 1998 and minimise risks relating to the misuse and misappropriation of images.

Conclusion

5. The policy will standardise our approach to gaining consents and minimise the risks the department runs in this area. The policy will be periodically reviewed by officers and if substantial revision of the policy is required these will be presented to Committee.

Appendices

Appendix 1 - Policy on the use and collection of images of children, young people and vulnerable adults

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