



TORPOINT TOWN COUNCIL

AUDIO RECORDINGS POLICY

RENEWAL DATE: - January 2024

NEXT RENEWAL DATE: - January 2026

**Reviewing Committee: Finance and Operations
Committee**

TORPOINT TOWN COUNCIL

AUDIO RECORDINGS POLICY

1. GENERAL STATEMENT

The Council is committed to ensuring consistently high standards of accountability and transparency in local government. The Council therefore has decided that the option to use audio equipment should be available. The general proceedings of Council and Committees in the presence of the Town Clerk is not to use audio equipment, but can be used where appropriate and in the absence of the Town Clerk, to assist with the accuracy and openness of council proceedings.

2. RESPONSIBILITIES

The Town Clerk as Data Protection Co-ordinator controls the records of decisions. When it is used the recording equipment will be integral to the council and committee meeting. The system may be in use whenever the meeting is active and used, the Town Mayor or Chairman states the date and description of the meeting at its commencement.

When meetings are private (not open to the public) or when confidential or exempt items of business are transacted (when the press and public are excluded), access to replay/obtain copies, will be restricted in accordance with the Legislation (Public Bodies (Admission to Meetings) Act 1960), Access to Information rules and Standing Orders.

- That no other form of audio recording of meetings will be permissible by anyone when the official system is operative.

3. OWNERSHIP CUSTODY AND DISCLOSURE

Ownership of all recordings will remain with Torpoint Town Council. The Data Protection Officer will keep custody of them. Any request to listen to a recording (or part thereof) must be made in writing to the responsible officer and state:-

1. The date and time of the relevant meeting.
2. The approximate time/nature of the item(s) of business.
3. Whether the person requesting the information is a data subject or his or her authorised agent.

Recordings may be edited to exclude any third party, confidential or exempt information at the absolute discretion of the Clerk. The council may levy a fee (in line with Freedom of Information charges) for data subject access requests and/or for any costs involved in providing copies or transcripts of any recording.

4. RETENTION OF RECORDINGS

Recordings will be retained for a minimum period of thirty days.