

The Making, Retention & Availability of Sound Recordings of Meetings

Recording of a Meeting by the Council

The Parish Council will **not** make a sound recording of a meeting unless:

1. The meeting is being recorded by a member of the public.
2. A councillor requests that the meeting be recorded. The request must be made prior to the commencement of the meeting.

The Chairman will announce prior to the start of the meeting that a recording is being made and this will be noted in the Minutes.

Retention & Availability of Recordings

The recording will be stored by the clerk for 5 years after which period it will be destroyed.

In compliance with the Data Protection Act, a copy of the recording will be available upon written request to the clerk. The audio file will be copied as a whole in the original file format.