



Strathclyde Partnership for Transport

Recording of In Person and Remote Partnership and Committee Meetings

Introduction

Strathclyde Partnership for Transport has agreed that certain meetings, including those currently being undertaken remotely, should be recorded for subsequent transmission via its website. Confidential business will not be recorded. This does not alter any other provision in SPT's Standing Orders.

Main Provisions

SPT shall fully comply with its obligations under the Data Protection Act 2018. The following will apply to meetings which are to be recorded:

1. The Chair will confirm at the start of the meeting whether the meeting or any part of it will be recorded. The Chair has the discretion to terminate or suspend the recording if in his/her opinion continuing to record would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of recording 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 recorded, and no part of any meeting will be transmitted after SPT 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 recordings will normally be available to view on SPT's website for a period of 5 years.
4. Recorded meetings shall only be removed from SPT's website prior to the end of the time period set out in paragraph 3 above if all or part of the content 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 SPT publication.
5. SPT owns the copyright in all recordings.
6. Any elected Member who is concerned about any recording should raise their concerns with the Secretary to the Partnership.
7. For the avoidance of doubt, recording of any meeting by any elected or appointed member, press or member of the public is prohibited.

Agendas and Signage at Meetings

Included in each agenda and on signs to be displayed there will be the following notice:

RECORDING NOTICE

Please note: this meeting may be recorded for live and/or subsequent broadcast via SPT's internet site. At the start of the meeting, the Chair will confirm if all or part of the meeting is being recorded.

You should be aware that SPT is a Data Controller under the Data Protection Act 2018. Data collected during this recording will be retained in accordance with SPT's policies, including, but not limited to, for the purpose of keeping historical records and making those records available via SPT's internet site.

Generally, the press and public seating areas will not be filmed. However, by entering the Meeting Room and using the press or public seating area, you acknowledge that you may be recorded and that any information pertaining to you contained in the video and oral recording of the meeting will be used for broadcasting, 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 SPT is processing data which is necessary for the performance of a task carried out in the public interest. For further information, SPT's Privacy Statement can be found at <http://www.spt.co.uk/corporate/about/standards-responsibility/privacy/>

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 the Partnership Secretary on 0141 333 3298.

Conduct of Meetings

At the start of each meeting to be recorded, an announcement will be made to that effect and that the Chair may also terminate or suspend the recording of the meeting. This will be confirmed by the Chair making the following statement:-

"I would like to remind everyone present that this meeting will be recorded / broadcast live to the internet and will be capable of repeated viewing. I have the discretion to terminate or suspend recording, if in my opinion allowing recording to continue would prejudice the proceedings of the meeting.

Members are reminded that they must switch on microphones when speaking and off again when finished speaking".

Note: The provisions of this protocol will apply to Partnership and Committee meetings being recorded.