



# The Photographic Alliance of Great Britain

## Guidance - Recordings of Meetings

**This document is an advisory document only and does not set out a policy for anyone to follow. It is intended only as guidelines for Clubs to construct their own policy.**

Events in 2020 have led to the widespread introduction of on-line meetings. Meetings may be of photographic events or may be administrative. This guidance also applies where physical meetings may be recorded by video.

There are two aspects to consider before recording a meeting:

- Copyright
- Data protection

### Speaker's Copyright

Today, in the fast expanding "Zoom-Age", it has become very easy to record a lecture given remotely but Clubs should be aware that both a judging and a lecture are copyright performances by the speaker.

The copyright issue is not new and this piece was published in PAGB **e-news**, Issue 42, March 2011.

It is getting fashionable in some areas for clubs to photograph a lecturer's prints so as to project them for the benefit of the audience. There are also clubs who ask to video lectures and demonstrations. It has been suggested to your editor that some clubs may have distributed and even sold CDs of such recordings to members of other clubs. I have only second party anecdotal reports and no hard evidence of such a practice, but I would be very annoyed if it happened to me and I am going to be rather more vigilant in the future. I highly recommend that every lecturer and judge should seek assurance from the club that any digital copies of their prints will be deleted from the club hard-drive after the lecture and should ask how any video taken is going to be used.

As the copyright owner, the speaker not only has the right to refuse recording of the event but also has complete control over all terms and conditions of a licence under which the Club might be permitted to use any recording. Apart from anything else, the speaker could charge a fee for a licence.

A meeting must not be recorded by a Club except with the express prior permission of the speaker, including an agreement on the use of any recording.

Speakers and Clubs should also be aware that anyone attending an on-line meeting can make a local recording, regardless of whether or not the meeting host uses any inbuilt recording feature of the conference software. Such a local recording might then be shared and published. While this would be a copyright breach by the individual, Clubs may wish to protect their own interests by warning members and visitors against such practice, perhaps by making it a condition of access.

## Photographer's Copyright

Members are often happy to have their images published by their Club but the photographer always retains the copyright.

In a competition or exhibition where the images are viewed by the judge in advance, then the judge must delete any stored images after the event.

## Data Protection

Clubs must already have a data protection policy (or privacy notice) which covers the personal data which they collect and the reasons for doing so. Clubs must also ensure that they comply with the practices set out in their policy.

The PAGB has published separate guidance about writing a data protection policy.

Recording a meeting either by video or by using the record feature in an on-line meeting system is likely to collect personal data not envisaged in a pre-existing data protection policy. For example, images of the participants, audio of their contributions and, for an on-line meeting, their computer account identity.

It would be possible to adapt a pre-existing data protection policy to cover the extra data collected by a recording. However, it would be open to anyone to decline to take part in a recorded meeting under those conditions. Clubs should consider whether making recordings will limit participation by all members.

Not recording an on-line meeting should mean that no personal data is retained, and that there are no obvious data protection issues.