

LEGAL PAGE

The legal section shown here, is to make you aware of your rights as a user of the website www.barbyandonleyparishcouncil.co.uk, as well as helping Barby and Onley Parish Council ensure that the content and usage remains safe for everyone.

- The website is maintained by Barby and Onley Parish Council.
- By using the website you agree to be bound by the terms and conditions, which take effect on your first use of the site. We recommend that you regularly visit these pages to see any changes or alterations to the terms and conditions.
- If you do not agree with all of these terms and conditions, please do not access or use the site.
- www.barbyandonleyparishcouncil.co.uk must only be used for lawful purposes.
- Although every effort has been made to ensure the accuracy of the information on this website, Barby and Onley Parish Council cannot accept responsibility for any inaccuracies or omissions and does not endorse any service, business or organisation that appears on the site.
- By submitting any contribution for publication on the site, you agree for it to be copied / displayed on the website and that editorial content, photographs, graphics, etc. will be passed to the webmaster to ensure that it is deemed suitable content for publishing.
- We reserve the right to refuse items with objectionable content or that the working party consider inappropriate.
- Links to third party sites are included for your convenience but Barby and Onley Parish Council cannot be responsible for the content of these websites or for their privacy practices.
- By submitting any contribution for inclusion on the website, you are confirming that you have the authority to supply that information for publication and that you are over 16 years of age, or if less than 16 years of age, have the consent of a parent or guardian.
- You agree to indemnify Barby and Onley Parish Council against all legal fees, damages and other expenses that may be incurred by barbyandonleyparishcouncil.co.uk as a result of your breach of any of the above warranties / representations.
- Under the Data Protection Act 1998, Barby and Onley Parish Council has a legal duty to protect any personal information we collect from you. We do not pass on your details to any third party or government department unless you give us permission to do so or the law requires/permits it.

Use of images of children

Barbyandonleyparishcouncil.co.uk would like to publish pictures of children where they are appropriate to the content of the website; for example at community events, but are aware that there are guidelines which are in place to ensure that images are used safely and appropriately. There are numerous things which you should bear in mind when submitting photographs of children for display on the website.

- i. Photographs are 'personal data' as far as data protection legislation is concerned and must be used and stored responsibly.
- ii. Written and specific consent from parents or guardians must be obtained for photographs of anyone under the age of 16 on the website. (See attached Consent Form)
- iii. Children and young people under the age of 16 should not be identified by name or other personal details. These include email or postal addresses or telephone numbers.
- iv. When using photographs of children and young people use group photographs rather than individual shots.
- v. Names and personal details must not be used in captions of photographs of children and young people.
- vi. Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- vii. Only use images of children in suitable dress to reduce the risk of inappropriate use.
- viii. Barby and Onley Parish Council will report the use of inappropriate images to reduce the risks to children.
- ix. Consider advertising events simply by giving contact details of the adults responsible.
- x. When supplying details of activities for children or young people, ensure they comply with good safeguarding practice.

IF IN DOUBT, CONTACT THE CLERK OF THE PARISH COUNCIL FOR ADVICE.

PLEASE NOTE:

THE CONSENT FORM BELOW ALSO INCLUDES CONSENT FOR USE IN THE VILLAGE NEWSLETTER AND WELCOME PACK. THE VILLAGE NEWSLETTER IS A MONTHLY PUBLICATION AND THE WELCOME PACK IS UPDATED QUARTERLY. WHILST PHOTOGRAPHS CAN BE REMOVED FROM THE WEBSITE WITH MINIMAL DELAY, IT MAY NOT BE POSSIBLE TO REMOVE PICTURES OF YOUR CHILD FROM THE OTHER PUBLICATIONS.

**PARENTAL CONSENT FORM FOR
BARBYANDONLEYPARISHCOUNCIL.CO.UK, BARBY AND ONLEY
VILLAGE NEWSLETTER AND WELCOME PACK
PHOTOGRAPHY AND IMAGES OF CHILDREN**

Please print and complete this form, then return to the address below:

By signing this consent form, you are agreeing that images of your child (under 16 years old) may be published to the Barby and Onley Parish Council website; www.barbyandonleyparishcouncil.co.uk, the Village Newsletter and welcome pack.

1. I give consent that images of my child may be included as part of a group photograph only, and that my child will not be the focus of the picture. **YES/NO**

2. I give consent that images of my child may be included along with my child's name only. **YES/NO**

3. I give consent that images of my child may be included but not for my child to be named. **YES/NO**

Please delete as appropriate.

All images remain within the restrictions of the Data Protection Policy and are stored appropriately.

Having completed sections 1, 2 & 3 above, I give consent to images being used on the www.barbyandonleyparishcouncil.co.uk website and in the Village Newsletter and welcome pack, within the restrictions described.

Name of child:

Name of person responsible for child: _____

Signature of person responsible for child: _____

Relationship to child:

Date: (date/month/year)

You may ask to see images of your child held by Barby and Onley Parish Council and you may withdraw your consent in writing, at any time, after which the relevant images will be removed from the website at the earliest opportunity.

Return this form to:

Clerk to the Council, Barby and Onley Parish Council, Hopthorne Farm, 18 Kilsby Road, Barby, Rugby, Warwickshire CV23 8T.

Emailed or faxed documents will not be accepted.