

## Use of Photographs and Video Policy

### 1.0 Policy Statement

The City of Mount Pearl will collect, use and disclose photos and videos as personal information in compliance with the legislative requirements of the *Access to Information and Protection of Privacy Act, 2015*. The City of Mount Pearl will require sign consent in order to collect, use or disclose photos for instances of minors and also instances where the identity of the individual(s) can be identified. City employees will also display signs at public events indicating that publicity photos are being taken.

### 2.0 Background

Photographs and video images of individuals contain personal information if the identity of the individual captured is apparent or can be reasonably established. Personal information in the form of photographic and video images must be managed in compliance with the *Access to Information and Protection of Privacy Act 2015*.

### 3.0 Purpose

To establish a policy for the City of Mount Pearl that outlines general principles and guidelines on the collection, use and disclosure of personal information in the form of photography and video images.

### 4.0 Related Documents

Refer to the City's companion document *Use of Photographs and Video Procedure* for more information on principles and guidelines.

### 5.0 Approvals



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Steve Kent, Chief Administrative Officer

August 14, 2018

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