



Comhairle Cathrach Chorcaí
Cork City Council

Leabharlanna | Libraries

Cork City Libraries Image and Media Use Policy

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Document Version	Date
v1	17 July 2018
v2	6 February 2019

Cork City Libraries Image and Media Use Policy

How we use images

To comply with Data Protection legislation we need written permission to take, store and use images of people. Images include photographs and film footage.

Cork City Libraries use images in the following ways:

- Library promotional materials and publications, print materials such as events guide, newsletters, posters. Images in this category will be kept for 2 years.
- Social networking websites and library websites. Images in this category will be kept for 1 year.
- Archival purposes. Images in this category are considered to have historical significance, and will be kept indefinitely as part of our archive.

How we use audio recordings

To comply with Data Protection legislation we need your written permission to store and use your data including audio recordings.

Cork City Libraries use audio recordings in the following ways:

- Archival purposes.
- Podcasting hosts, library websites, library social media platforms

Audio files are considered to have historical significance, and will be kept indefinitely as part of our archive.

Storage

Images and media files will be stored securely, according to Cork City Council's Information Security procedures. We will not include personal information or postal addresses, email addresses or telephone numbers in any promotional use.

Consent

When we take a photograph, or record film or audio we will ask you to fill out a consent form in advance. Data subjects have the right to withdraw consent by contacting Data Protection Officer, Corporate and External Affairs, Floor 3 City Hall, Cork. In the case of print materials, it will not be possible to recall the items should consent be withdrawn.

Under 18s

If the data subject is under 18 a parent or guardian must give permission.

Third Party

From time to time we may share images with third parties, such as grant applications. You will be informed of this on the consent form, and you will have the option to

refuse permission.

Data Access Requests or Queries

Please address your query or request to Data Protection Officer, Corporate and External Affairs, Floor 3 City Hall, Cork.

Other Relevant Policies

Cork City Council Data Protection Policy

Cork City Libraries Child Safeguarding Statement

Cork City Libraries CCTV policies

Cork City Council Information Security charters, policies and procedures

Change Tracker:

Location	Change
Throughout document:	Change of policy name from Cork City Libraries Image Use Policy and Procedures to Cork City Libraries Image and Media Use Policy
p2	New section: How we use audio recordings
p2	Storage: 'Images will be stored securely' changed to 'Images and media files will be stored securely'
p2	Consent: 'When we take a photograph or record film' changed to 'When we take a photograph, or record film or audio '