

Guidance on producing videos as evidence to a Scottish Parliament committee

This guidance explains how you can send your evidence to a committee as a short video.

We welcome videos as evidence, but please read the information below first.

Your video

We have only two basic requirements in relation to the video package that you create:

- **Format** – it should be in MP4 format, landscape rather than portrait orientation. We would recommend using settings that are compatible with YouTube, which can be found at bit.ly/YouTube-settings
- **Length** – the total (edited) length should not exceed 3 minutes. (Please speak to the committee clerks if you think this will be a problem.)

The maker of the video is responsible for the overall content of the video. This includes (for example) deciding whether the people in your video are named. It also includes making sure that everyone who is interviewed or appears in the video has given their consent to being filmed (and for the video to be made public).

Please make sure that you can be clearly seen, and heard, in the video. For example, please ensure that you are reasonably well lit, and choose an environment that's not too noisy or echoey. An external microphone placed close to the person people speaking would help, if one is available.

Important information for the producers of the video

When submitting your video clip to us, please ensure that you include the following statement in your covering email:

I/we hereby give the Scottish Parliament the permission to re-use and publish the video clip we have submitted.

Also, please confirm that all of the people in the video have given permission for us to put their image online.

If you do not provide this information, we will not be able to use your video clip.

What will happen when you send your video to us

When we receive your video, we will watch it first to check its content, before publishing it on the Scottish Parliament website.

The Scottish Parliament reserves the right not to publish or use any video package which does not comply with our guidelines or that we judge (for any reason) to be

inappropriate or incompatible with our legal obligations (e.g. under data protection legislation).

Please read our guidance on written evidence which explains some situations where we may not choose to publish your evidence or have to edit it before publication for legal reasons. The same criteria will apply to your video as it is evidence to the committee.

<http://www.parliament.scot/Helpandguidance/ParliamentPolicy.pdf>

Please also note that we cannot publish videos that breach copyright rules. This includes commercial music and also images. Please ask the committee clerks if you have any queries about this.

You should be aware that we have a limit of 20MB for sending/receiving emails containing videos or any other material. If your video file is larger than this, please contact us to arrange another method to get it to us.

Thank you for reading this information. We look forward to receiving your video!

If you have any questions about this guidance or your video, please do not hesitate to contact the committee clerks. (Contact details for the committee clerks are on their committee webpages. These can be accessed from www.parliament.scot/committees)

You can contact the Parliament in British Sign Language through contactscotland-bsl.org