

# Body Worn Video Procedure

Ownership	Data Protection Officer
Policy contact	<a href="mailto:dp@gold.ac.uk">dp@gold.ac.uk</a>
Approval	Senior Information Risk Officer
Protective Marking	Unmarked / unclassified
Last review date	As of May 2024 this procedure represents interim guidance and remains under review.
Next review date	

## **1 Purpose**

---

- 1.1 This procedure applies to all staff operating Body Worn Video (BWV).
- 1.2 BWV are cameras attached to the uniforms of security staff and are used widely by security organisations whose staff attend crime and conflict situations.
- 1.3 These cameras record both audio and visual footage in an overt way, and have an LCD display clearly visible to show that the camera is recording.
- 1.4 BWV cameras are primarily used to:
- Reduce incident escalation
  - Enhance safety for the user
  - Reduce complaints by providing impartial evidence
  - Raise standards of service
  - Augment the opportunity for evidence capture.

---

## **2 Procedure**

---

- 2.1 Staff using BWV must follow the steps outlined below.
- 2.1.1 At the start of any recording, the user should where practicable make a verbal announcement to indicate why the recording has been activated. This announcement should be captured on the recording and if possible, should include:
- their name
  - the date, time and location
  - the nature of the incident and confirmation to those present that the incident is now being recorded using both video and audio.

Interim Guidance: for reference only

- 2.1.2 Users should use straightforward speech that can be easily understood by those present, such as “I am video recording you”, “I am video recording this incident for your safety and mine” or “everything you say and do is being recorded on video”.
- 2.1.3 If the recording has started prior to arrival at the scene of an incident, the user should, as soon as possible and where practicable, announce to those present that recording is taking place and that actions and sounds are being recorded. Unless specific circumstances dictate otherwise, recording must:
- Continue uninterrupted from the moment it starts until the conclusion of the incident.
  - Attempt to minimise intrusion of privacy on those persons who are present but not involved in the incident.
  - Keep the camera focused on the incident and not bystanders (unless their actions necessitate them being recorded as part of the incident).
- 2.1.4 If the incident requires additional personnel with BWV, they should be called to assist and the above procedures must be observed either on route or at incident arrival.
- 2.1.5 Users must continue to record for a short period after any incident to clearly demonstrate to any subsequent viewer that the incident has concluded and that the user has resumed other activities (ideally 10 mins).
- 2.1.6 Prior to concluding recording, the user should make a verbal announcement to indicate the reason for ending the recording. This should state:
- the date,
  - time and location
  - the reason for concluding the recording. (e.g. the incident has now concluded)

Interim Guidance: for reference only

- 2.1.7 Staff must clearly display the VIDEO IN OPERATION SYMBOL ON THE BADGE in order to ensure fair processing is achieved in compliance with the Data Protection Act.
- 2.1.8 BWV cameras must not to be worn or used in a hidden or covert manner ensuring maximum impact on prevention and escalation of an incident.
- 2.2 The BWV camera should not be used when:
- It would breach legal privilege i.e. private communication between a legal representative and client.
  - On a break or otherwise engaged in personal activities; or
  - For more minor incidents in any location where individuals have a reasonable expectation of privacy, such as a lavatory, locker room, or dwelling such as a student's room. Use to record assaults or other violent behaviour is justifiable even in these locations.
- 2.3 BWV cameras should not be used to monitor staff behaviour and performance.

---

### 3 Information handling

---

- 3.1 Security Officers will not have the ability to view, edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWV recordings. Supervisors will be allowed access to facilitate the viewing and recording of incidents, in accordance with the CCTV Policy.
- 3.2 At the end of shift staff will hand cameras to shift leaders who will securely store any recordings in accordance with our CCTV policy
- 3.3 All footage recorded by the BWV in relation to an incident must be retained in accordance with personal data guidelines.
- 3.4 All recordings must be securely held. Access to recordings will be controlled and only persons having the 'operational need' to view specific incidents may view them.

---

## 4 **Training**

---

4.1 Security Officers will not be issued BWV cameras until they have completed the relevant training programme.

4.2 Training Objectives will include:

- Legislation and its implications.
- Understanding the concept and technology.
- Use and practical exercises.
- Uploading and continuity of evidence.

---

## 5 **Monitoring and Auditing**

---

5.1 This procedure and its implementation will be subject to internal monitoring and auditing, and the outcomes from these processes will inform and improve practices as part of a commitment to continual improvement.

5.2 The College will also undertake appropriate benchmarking and external auditing exercises as may be applicable periodically.