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|  | **CASTLE DONINGTON PARISH COUNCIL**  Community Hub, 101 Bondgate, Castle Donington. DE74 2NR  **Telephone:** (01332) 810432  **Email:** admin**@**castledonington-pc.gov.uk  **Clerk**: Fiona M. Palmer |

# **Body Worn Cameras**

## **Reasons for Use**

### **1.1** Body Worn Cameras (BWC) are used by Parish Council staff for the following purpose:

To support the safety of staff in the course of their work by recording incidents of criminal or unacceptable civil activity including verbal abuse and physical assaults.

BWC will gather overt intelligence including the use of images, video and sound as an independent record of events which can be used as evidence in criminal/or civil proceedings. BWC provide an independent record of events as well as acting as a deterrent to would be offenders.

In certain circumstances images may also be used for training or service development purposes.

The Parish Council is transparent in the way that it monitors and gathers information obtained from electronically collected data. Information collected will only be used for the purpose detailed above unless it is clearly in the employees’ interest to do so or the information potentially reveals activity that the council could not reasonably be expected to ignore. The type of activities which could not reasonably be ignored might include criminal activity in the workplace, gross misconduct or breaches of health and safety rules that jeopardise other people.

## **2.0 Associated Documentation and Legislation**

### **2.1** This guidance should be read in conjunction with the following:

• CCTV Policy

• Data Protection Policy

• General Privacy Notice

• Fair Processing Notice

• Freedom of Information Policy

• Subject Access Policy

• Lone Working Policy

• Reveal User Guides for camera and docking station (Supplied by REVEAL)

• Data Protection Act 2018

• Freedom of Information Act 2004

### **2.2** The Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 is Castle Donington Parish Council.

### **2.3** Requests to View data

Individuals who are caught on surveillance footage are entitled to request to see copies of that footage, via both the Data Protection Act 2018 and the Freedom of Information Act 2004. Information on how these requests are corporately handled can be found [www.castledonington-pc.gov.uk](http://www.castledonington-pc.gov.uk).

Subject Access Requests and Freedom of Information requests should be referred to [clerk@castledonington-pc.gov.uk](mailto:clerk@castledonington-pc.gov.uk%20)  subject to a standard fee.

## **3.0 Operating Procedure**

### **3.1** All staff using BWC will be provided with an induction prior to first usage (see checklist Appendix A) and will be expected to understand their responsibilities under this guidance and appropriate risk assessment local arrangements (3.8).

### **3.2** Authorised staff must only use the BWC and any associated equipment for the purposes for which it has been supplied, as detailed in Section 1.1 above and as described in the user guides.

### **3.3** The equipment must only be used for CDPC duties, it must be returned to the Community Hub/ system administrator for downloading at the end of each day and must not be taken home.

### **3.4** All digital images obtained should be treated in accordance with this guidance and corporate policy.

### **3.5** Staff will ensure the equipment is working correctly before leaving the office. Any faults should be reported to the line manager/system administrator.

This check must ensure that:

• The unit is correctly assembled

• Recording picture is the right way up

• The batteries are charged

• Date and time are correct

### **3.6** All staff must wear a Parish Council identification/name badge at all times.

### **3.7** The BWC are for overt use and the camera must not be hidden or covered whilst in use. The staff using the cameras will ensure that the use is widely advertised and confirmed by the wearing of a CDPC Hi-Viz. Staff will inform the member of public when beginning recording. A sound will indicate the start of recording and a red light will display on the camera when the body camera is recording.

### **3.8 Recording specific incidents**

When staff find themselves in a situation where they feel unsafe, they should follow their risk assessment local arrangements.

Where there is the threat of, or actual verbal or physical abuse is taking place, the officer should inform the person that video and audio recording is being activated by means of BWC.

Body cameras should not be switched on to record by default. Rather, recordings must be incident specific, and staff will not record entire site visits.

Staff should record as much of the incident as possible and therefore recording should begin at the earliest opportunity at the start of the incident. It is good practice that staff continue to record for a short period after the incident to clearly demonstrate that the incident has concluded.

Once the incident has concluded, the body camera recording functionality must be turned off.

Staff will inform the subject that the camera and audio is about to be turned on, and advise them to look on the Council website and read the Fair Processing Notice that can be found there. Members of the Public should be directed to [www.castledonington-pc.gov.uk](http://www.castledonington-pc.gov.uk).

Staff are able to have the cameras display screen switched on without actually recording footage.

### **3.9** In so far as is practicable, staff will restrict recording to areas and persons necessary to obtain evidence and intelligence relevant to the incident and must take account of its effect on individuals and their privacy.

### **3.10 Data Downloading and storage**

Staff will be trained to dock and download recordings. Replacing BWC into the docking station, this will enable the automatic data download to take place. Cameras should remain in the dock to recharge overnight so that they are ready for use the next day. Cameras and their docking stations should be stored in a secure place overnight.

Only authorised personnel such as the Clerk/system administrator will have access to the administration of the BWC system and the footage. Folders and files will be subject to Parish Council network security measures to safeguard against unauthorised access and use.

However, if Clerk/Deputy Clerk is not available the camera should be placed in the locked Comms Room when not in use. If an incident does occur, the Clerk/Deputy Clerk should be contacted immediately to ensure the images can be downloaded and stored as soon as possible.

Footage will only be viewed when there is a legitimate business reason to do so and will only be shared in accordance with the law.

Camera footage will be stored in digital format and retained for 20 calendar days in accordance with our Retention Schedule by the Clerk/system administrator. After which time the footage will be securely and automatically deleted. Where there is a business reason to keep images longer than the usual retention period the image will be moved and stored securely, again in digital format, with new, relevant retentions documented. In this instance footage will normally be retained for 90 calendar days.

However, this could be longer subject to the nature of the incident. If footage is shared to a third party (internal or external to Parish Council) then the asset will adhere to their required retention periods. Footage is automatically deleted from the BWC internal storage upon data download.

For availability purposes, should there be a system failure of any kind, CDPC corporately back up their systems daily, so this information would be recoverable.

Confidentiality and integrity of the footage is paramount, and this guidance must be followed to ensure this. The footage should only be viewed by authorised employees following appropriate and approved procedure. Any altering or redacting of the footage should be agreed before any changes take place by the appropriate member of staff.

### **3.11 Breaches of this guidance**

Failure to adhere to this guidance and corporate policy is likely to place the council at significant risk. All breaches or suspected breaches of this guidance or CDPC policy must be reported to the Clerk.

### **3.12** Please also familiarise yourself with the Council’s Surveillance Policy. For further guidance and support on the acceptable use of surveillance technology, including body cameras, and how to process requests to view footage please refer to the guidance found on the Surveillance intranet page.

## **Appendix A**

Body Worn Cameras Induction Checklist – example

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| **Activity** | **Completed** |
| Undertake Data Protection and Information Security discussions |  |
| Training on the use of the equipment including being provided with a copy of the user guide where applicable |  |
| Training on the return of equipment and roles and responsibilities relating to down-loading and storing data |  |
| Acknowledgement and acceptance of the guidance set out in the Body Worn Cameras guidance |  |
| Acknowledgement and acceptance of the guidance set out in the Parish Council Surveillance/CCTV policy |  |
| Acknowledgement and acceptance of the guidance set out in the Parish Council Freedom of Information Policy |  |
| Acknowledgement and acceptance of the guidance set out in the Parish Council Subject Access Request Policy |  |
| Acknowledgement and acceptance of the Risk Assessment |  |