

Policy: Body Worn Video Procedures

Department: ITIS

Date: February 2016

Review Date:

February 2016

1.0 Purpose

This procedure applies to all staff operating Body Worn Video (BWV). BWV are cameras attached to the uniforms of Security staff. These cameras record both audio and visual footage.

2.0 Guidelines

Staff using BWV must follow the steps outlined below:

- At the start of any recording, the user should (if possible) make a verbal announcement to indicate why the recording has been activated. This should include: the date, time and location and the nature of the incident and confirmation to those present that the incident is now being recorded using both video and audio recording.
- 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” or “everything you say and do is being recorded on video”.
- If the recording has started prior to arrival at the scene of an incident, the user should, as soon as possible, announce to those present that recording is taking place and that actions and sounds are being recorded.
- 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).
- 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.
- 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).
- 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 and the reason for concluding the recording.
- 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.
- 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.

3.0 Monitoring and auditing

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

4.0 Associated documents

Please refer to:

- [Data Protection Act 1998](#)
- [Data Protection Policy](#)
- [CCTV Policy](#)
- [Information Security Policy](#)
- [ICO Code of Practice](#)

5.0 Review of policy

This policy will be reviewed at least every year or when there are significant changes to it.

6.0 Contact list for queries related to this policy

Data Protection Officer
Chief Information Officer

7.0 Authority for this policy

Senior Management Team