



Policy on Body Worn Video

Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
30 th September 2021	Approval, Compliance Task Group	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Governance Services	Chief Operating Officer	Compliance Task Group	30 th September 2021

This Policy will be reviewed in 3 years

POLICY ON BODY WORN VIDEO

1. Introduction

This policy sets out the rationale for, and the acceptable use of body worn video equipment by members of staff at Bangor University.

Body worn video (BWV) is used by many public and private organisations to provide evidential quality audio and video footage when staff are responding to incidents. BWV provides a visible deterrent from physical assault for staff whilst ensuring that staff who wear BWV uphold the highest professional standards when dealing with challenging situations.

BWV does not record continuously but recording is initiated by the operator following their dynamic evaluation of a situation.

2. Use of Body Worn Video

At Bangor University, incidents captured by body worn video would normally fall into one of the following categories:

- a) incidents already in progress that are breaching University disciplinary regulations or common law;
- b) incidents that have the potential to escalate to a breach of University disciplinary regulations or common law;
- c) emergency incidents, deemed by the member of staff to require recording for future evidential purposes, for example a fire investigation in response to an automated alarm; and / or
- d) where there is a threat of physical or verbal assault to an individual on University property.

The primary responsibility for a decision to record an event or incident lies with the staff member to whom a device has been issued.

3. Related University Policies

The following University Policies and Procedures, in particular, should be read in conjunction with this Policy.

- Data Protection Policy
- Regulation for Student Discipline
- Staff Disciplinary Policies
 - Support Staff Grievance & Disciplinary Procedures
 - Academic, Managerial & Professional Staff Disciplinary Procedure

- Bangor University Halls of Residence Conditions
- Safeguarding Policy
- CCTV Code of Practice

4. Procedures: Body Worn Video

a) Training

All relevant members of staff will receive external training in the use of BWV devices. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.

In addition, members of staff will be provided with data protection training prior to starting to use the BWV device.

Training will be refreshed as necessary when there are relevant changes to legislation, best practice, and guidance, or at the request of the Director of Campus Services, or the Security and Response Manager.

b) Daily Use

- i. BWV devices will be displayed prominently on uniforms/external clothing and be clearly identifiable to all parties.
- ii. Recordings will not commence until the staff member has issued a verbal warning, where possible, of their intention to turn on the body worn video device.
- iii. Devices will include a front facing screen and recording indicator in order that it is apparent that recording is underway
- iv. Recordings will be not normally be undertaken when a member of staff is undertaking their normal daily tasks.
- v. All recordings will be held securely on the device and uploaded automatically to a cloud-based storage platform immediately upon connection to the University wifi network or on return to a docking station.
- vi. All devices will be pin-protected and issued on a “per-user” basis. No sharing of devices will be permitted.
- vii. General users of the BWV devices will not be permitted to playback, edit or delete recordings.
- viii. Access to recordings will be restricted to authorised senior staff and will only shared in line with the University’s Data Protection Policy. For the avoidance of doubt the only staff with access to the recordings shall be:
 - Deputy Secretary and Head of Governance Services
 - Director of Campus Services
 - Head of Facilities and Operations
 - Security Manager

c) Start of Shift Procedure

At the commencement of each shift, the member of staff will ensure that the unit is fully functioning. The check must also include verifying that the unit is fully charged and that the date and time displayed is correct.

d) Recording

- i. Recording must be incident specific, and staff must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents, as defined in Section 2.
- ii. At the commencement of any recording member of staff should, where possible make a verbal announcement to indicate why a recording has been activated, and where possible this should include the date, time and location together with confirmation that the incident is being recorded using video and audio.
- iii. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behavior. If, at any time during an incident the member of staff considers that the use of BWV or the issuing of a verbal warning, is likely to inflame a confrontational situation, the staff member may choose to disengage from further discussion and withdraw from the incident.
- iv. A specific form of words to be used in any warning to a subject is not prescribed, but staff should use clear straightforward phrases that can be easily understood by those present such as:

“I am wearing a body worn CCTV camera and I am now recording video and sound”

This warning should be delivered first in Welsh and then in English.

e) Playback or Access Request

- i. Reviewing of incidents should only be undertaken following the receipt of a documented incident report, which should confirm that a recording was made and is available to supplement the written report.
- ii. The online storage platform will record all access to and playback of the footage.
- iii. Any request to view captured video by the subject of the video, will need to follow the agreed procedure for accessing information, outlined in the University’s Data Protection Policy and will be undertaken in liaison with Governance Services.

f) End of Shift

At the end of each shift, it is essential that all devices are returned to a docking station for charging and secure backup of footage to an online, Crown Prosecution Service approved storage platform.

g) Retention

Recordings categorised as evidence should be retained according to the University's Records & Data Retention Schedule and Records Management Policy. The majority of recordings will be deleted 6 years after the closure of any University or law enforcement case. Any non-evidential recorded material will be retained for a maximum of 1 calendar month unless otherwise requested or authorised by either the Director of Campus Services or the Deputy Secretary / Head of Governance Services, or at the request of the Police or other law enforcement agency.