BODY WORN VIDEO CAMERA POLICY

23/11/2026

THREE RIVERS DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE

PART I

BODY WORN VIDEO CAMERA POLICY

(DoF)

1 Summary

1.1 The Body Worn Video (BWV) Camera Policy sets out the best practice for the use of BWV equipment by members of staff as well as legislation and procedures with regard to subsequent management of the footage and security of data obtained.

2 Recommendation

2.1 That:

2.2 Policy and Resources Committee agree the Body Worn Video Camera Policy and recommend to Council for adoption.

Report prepared by: Phil King, Data Protection & Resilience Manager and Katie Stacey, Corporate Services Manager.

3 Details

3.1 The policy has been developed following discussion with relevant managers through the Risk Management Group. Feedback has been incorporated where appropriate to ensure the policy remains practical, proportionate, and reflective of operational needs.

3.2 The policy has been revised to split out the guidance from the policy itself. Separating the guidance and legislation from the policy has resulted in a clearer, more concise policy document.

3.3 As part of the review, the guidance previously contained within the policy has been separated into another document. This document enables employees to comply with the relevant legislation relating to video recording and outlines the associated benefits. This internal guidance document for staff was agreed by Corporate Management Team on 27th October 2026.

3.4 The name of the policy has been amended to reflect the government website terminology (previously Body Worn Camera Policy).

3.5 The policy has also been updated to clearly define the scope, outlining who the policy applies to, clarifying roles and responsibilities, and including references to the following related policies and relevant legislation:

- TRDC Personal Safety and Lone Working Policy
- TRDC CCTV Policy

- Data Protection Act 2018
- UK General Data Protection Regulation (1998)
- Police and Criminal Evidence Act 1984.
- Criminal Procedure and Investigations Act 1996
- CCTV Code of practice 2014
- Freedom of Information Act 2000
- Human Rights Act 1998
- Protection of Freedoms Act 2012, Information Commissioners CCTV Codes of Practice & the Surveillance Camera Code of Practice (2021)
- Regulation of Investigatory Powers Act 2000

4. Policy/Budget Reference Implications

4.1 None specific.

5. Financial Implications

5.1 None specific.

6. Legal Implications

6.1 The use of BWV Cameras must be used in accordance with legislation as outlined within the policy and guidance documents.

7. Equal Opportunities Implications

Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required? There is currently insufficient data to undertake a full impact assessment. Data will now be gathered and a full assessment undertaken in 3 years' time.	No

8. Staffing Implications

8.1 Staff who use BWV Cameras must comply with the policy and guidance document.

9. Communications and Website Implications

9.1 The BWV Camera Policy will be published on the website.

10. Environmental Implications, Community Safety Implications, Public Health implications, Customer Services Centre Implications, Sustainability Implications

10.1 None specific

11. Risk and Health & Safety Implications

11.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by the Leisure & Natural Infrastructure and Waste & Environment service plans). Any risks resulting from this report may be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	**Consequence**	**Suggested Control Measures**	**Response** *(tolerate, treat terminate, transfer)*	**Risk Rating** *(combination of likelihood and impact)*
Misuse of the BWV Camera	Legal challenge	Staff who are using BWV Cameras are familiar with the BWV Camera policy and guidance documents	Tolerate	4

11.3 The risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Likelihood Very Likely ----				
	Low **4**	**High** **8**	**Very High** **12**	**Very High** **16**
	Low **3**	**Medium** **6**	**High** **9**	**Very High** **12**

	Low **2**	**Low** **4**	**Medium** **6**	**High** **8**
	Low **1**	**Low** **2**	**Low** **3**	**Low** **4**
	Impact **Low** ----------► **Unacceptable**			

Impact Score		**Likelihood Score**
4 (Catastrophic)		4 (Very Likely (≥80%))
3 (Critical)		3 (Likely (21-79%))
2 (Significant)		2 (Unlikely (6-20%))
1 (Marginal)		1 (Remote (≤5%))

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

APPENDICES / ATTACHMENTS

a) Body Worn Video Camera Policy
b) Body Worn Video Camera Guidance Document

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