BODY WORN VIDEO CAMERA POLICY

September 2026

THREE RIVERS DISTRICT COUNCIL

1. Purpose

1.1 This document sets out Three Rivers District Council's policy and procedure for the use of body worn video (BWV) cameras by officers of Three Rivers District Council. It also documents best practice procedures with regard to the integrity of data as well as its security and use.

1.2 BWV devices will be used to gather evidence in respect of the investigation of any offence or suspected offence.

1.3 BWV will also serve to protect officers by acting as a deterrent to acts of aggression, inappropriate behaviour, and malicious complaints.

1.4 This policy should always be used in conjunction with Three Rivers District Council's Body Worn Video Camera Guidance, which can be found here.

2. Scope

2.1 This policy covers all aspects of the use of BWV equipment by members of staff and the subsequent management of any footage obtained.

2.2 This policy applies to:

Any style of camera deployed by Three Rivers Council Officers which is capable of capturing both video and audio information collectively falls under the category of BWV equipment.

3. What is Body Worn Video equipment?

3.1 Body worn video (BWV) is a portable system that provides audio and visual record of activities undertaken by the wearer. Sound and images are recorded on a tamper proof storage device, thereby ensuring a secure chain/custody of evidence.

3.2 Body worn CCTV forms part of an officer's personal protective equipment. It will be used in an overt manner and emphasised by officers wearing clear identification that it is a CCTV device. Prior to commencement of any recording, where possible, officers will give a clear verbal instruction that recording is taking place.

4. Why use Body Worn Video Equipment?

4.1 BWV technology has a number of benefits and the aim is to achieve and promote improved communication between BWV wearers and the public.

In particular, it covers a number of specific objectives, namely:

- capture a clear evidential record of actions during an event

- good quality evidence of conversations with the public, which will assure fairness, transparency and accountability supporting trust and confidence between BWV wearers and the public;

- allowing for more detailed examination of the events leading up to and management of incidents;

- provision of reliable evidence of conflict or confrontation, contraventions and any other matters that might lead to complaints;

4.2 Promoting positive behaviour and interaction between BWV wearers, BWV will be used to support:

- de-escalation of conflict or confrontation;

- the prevention or detection of crime and disorder;

- criminal and civil action in the courts (including the use of images as evidence in proceedings);

- the protection of staff;

- dispute resolution e.g. complaints against staff;

- the emergency services (the Council has a duty to support emergency services in the undertaking of their duties);

- partners, in the prevention of anti-terrorism (the Prevent Duty);

- the development of staff skills through use of operational footage for training purposes.

- Deter members of the public from verbally or physically abusing our officers when they are carrying out their lawful duties

- the issuing of Fixed Penalty Notices (FPN's) and help identify offenders

4.3 This policy confirms the Council's position of zero tolerance against all types of abusive, threatening words or actions and hate crime against its staff, which in all cases, will be reported to the police with a view to prosecution.

5. Roles and Responsibilities

5.1 Three Rivers District Council has a responsibility to protect members of the public and their property, and prevent, detect and investigate environmental crime.

5.2 Three Rivers District Council have efficient governance procedures in place to be able to retrieve stored footage and process it for subject access

requests or onward disclosures where required. Appropriate retention and disposal policies are in place for any footage collected.

5.3 Chief Executive
The Chief Executive is responsible for the effective implementation of the policy across the council ensuring effective development of management procedures.

5.4 Managers at all levels are responsible for ensuring that officers comply with this policy by:

- ensuring staff have read and agreed with the policy and guidance and only issue BWV equipment on receipt of signed form from staff member.

5.5 Employees shall:

- have read Policy and Guidance for use of BWV and comply with it.
- ensure they have completed the mandatory training prior to utilising BWV.
- take responsibility for their decisions on whether to deploy BWV, and whether to activate it, within the framework of this policy. Officers may have to justify these decisions to managers, prosecutors, defendants or the courts.
- only activate BWV in an overt manner, wearing it in a clear and prominent position.
- provide sufficient privacy information to individuals before we use BWV, such as clear signage, verbal announcements or lights/indicators on the device itself and have readily available privacy policies.
- not show or give access to data captured via BWV to unauthorised persons.
- not indiscriminately activate BWV for entire shifts, duties, or patrols.
- ensure BWV devices are kept secure.
- report a security incident, potential or otherwise, as failure to do so could result in disciplinary action and, in the most severe circumstances, result in dismissal. A security incident is the attempted or actual unauthorised access, use, disclosure, modification, loss, or destruction of footage. The circumstances may include actions that were actual, suspected, accidental, deliberate, or attempted.

This policy and procedure are required to ensure staff using Body Worn Video (BWV) equipment are aware of their responsibilities in relation to its use and to safeguard the integrity of the digital images captured if they need to be produced for evidential purposes.

6. Limitations on Use

6.1 Body worn video is an overt recording medium and can be used across a wide range of operations. There are a few examples of situations where the use of Body worn video is not appropriate. In all cases users and supervisors must use their professional judgement with regard to recording.

The following examples of where the use of body worn video is not appropriate are for guidance only and this list is not exhaustive:

- **Legal privilege -** Users must be careful to respect legal privilege and must not record material that is or is likely to be subject of such protections.
- **Private dwellings -** Users must consider the right to private and family life, in accordance with Article 8 of the Human Rights Act, and must not record beyond what is necessary for the evidential requirements of the case.
- **Explosive devices -** Like many electrical items, Body worn video cameras could cause electrostatic interference which may trigger explosive devices. Therefore, Body worn video equipment MUST NOT be used in an area where it is believed that explosive devices may be present.

7. Storage of Data

7.1. Personal data (including images, audio, and information captured and contained within BWV footage) must be processed lawfully, fairly, and in a transparent manner.

7.2. To ensure purpose limitation, personal data must be collected for an explicit, specific, and legitimate purpose. It must not be processed further than is compatible with these aims.

7.3. To ensure data minimisation, collected personal data must be limited (not excessive), relevant, and adequate to what is necessary to meet the purposes for which it is processed.

7.4. To ensure accuracy, personal data should be precise and, where necessary, kept up to date. Reasonable steps must be taken to ensure that inaccurate personal data are erased, or rectified without delay, having due regard to the purposes for which they are processed.

7.5. BWV footage shall be kept for no longer than 30 calendar days from the date the recording was made.

7.6. Where a need arises to continue storing data beyond the 30-day standard retention period, this must be for a specific and legitimate purpose. The justification and need for continuing to do so must be reviewed at least

annually. A record of the review, and the rationale for continuing storage (where applicable) must be retained and be available for review.

7.7. To ensure integrity and confidentiality, data must be processed in a manner that ensures the appropriate security of the personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage. This shall be achieved through the use of appropriate organisational and technical measures, including adherence to all requisite security policies and standards.

7.8. Where the retention of information is no longer required, it must be securely destroyed.

8. Subject Access Request (SAR)

8.1 A Subject Access Request (SAR) can only be made by a data subject (or individuals acting on their behalf with their consent); the data subject is the person whose personal data (image) is being processed. This is a right enshrined within data protection legislation. Where such a request is made a response will be provided without unnecessary or unreasonable delay and must be provided within one calendar month of receipt of the request.

9. Freedom of Information (FOI) Requests

9.1 Requests for CCTV footage under the Freedom of Information (FOI) Act must be dealt with by following the Freedom of Information procedures.

Contact details:

Freedom of Information Officer
Three Rivers House
Northway
Rickmansworth
WD3 1RL

10. Related Policies and Legislation

- UK General Data Protection Regulation (1998)
- The Data Protection Act (2018)
- Police and Criminal Evidence Act 1984.
- The Freedom of Information Act (FOI) (2000)
- Human Rights Act (1988)
- Criminal Procedure and Investigations Act 1996
- Protection of Freedoms Act 2012**,** Information Commissioners CCTV Codes of Practice & the Surveillance Camera Code of Practice (2021)
- CCTV Code of practice 2014

- Personal Safety and Lone Working Policy
- CCTV Policy

11. Monitoring and Review

This policy will be reviewed every 3 years or when there are significant legislative changes.

DOCUMENT INFORMATION

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1.0	Body Worn Camera Procedures	Nov 2023
2.0	Split out the guidance notes from the Body Worn Camera Policy	Sept 2026

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