

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

**Contents**

|  |   |
|--|---|
| 1. Introduction .....                                    | 2 |
| 2. Scope .....   | 3 |
| 3. General principles of operation .....                 | 3 |
| 4. Using Body Worn Video Devices .....                   | 4 |
| 5. Objections to recording .....                         | 6 |
| 6. Downloading and viewing recordings .....              | 6 |
| 7. Data retention, security and sharing principles ..... | 7 |
| 8. Officer training .....                                | 8 |
| 9. Safeguarding .....                                    | 8 |
| 10. Monitoring and review .....                          | 9 |
| 11. Legislation and statutory framework .....            | 9 |

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

## **1. Introduction**

1.1 The purpose of this code of practice (COP) is to provide clarity on all matters relating to the use of body worn video devices (BWVD) by officers of the Licensing team at South Oxfordshire and Vale of White Horse district councils ('the councils'). It references the relevant law and covers the capture, storage, management, sharing and deletion of recordings, which include image and audio.

1.2 The COP is required to ensure officers using BWVD are aware of their responsibilities in relation to its use to secure the best evidence and to safeguard the integrity of the footage/data. In addition, the COP will reassure the public that the usage of BWVD will be used in line with legislation and that appropriate safeguards exist.

1.3 BWVD technology has a number of benefits, and the aim is to achieve and promote improved communication between BWVD users and the public. In particular, it covers a number of specific objectives, namely:

- good quality evidence of conversations with the public, which will assure fairness, transparency and accountability supporting trust and confidence between BWVD users and the public
- provision of reliable evidence of conflict or confrontation, contraventions and any other matters that might lead to complaints
- allowing for more detailed examination of the events leading up to and management of incidents
- enhanced evidence capture, and
- promotion of positive behaviour and interaction between BWVD users and members of the public etc.

1.4 BWVD will be used by the councils to:

- de-escalate conflict or confrontation;
- enhance opportunities for evidence capture and help officers gather evidence of incidents of criminal activity or breaches of licensing requirements and assist with criminal and civil action in the courts (including the use of images as evidence in proceedings);
- reduce the reliance on a victim's evidence, particularly those who may be vulnerable or reluctant to attend court
- provide independent evidence to improve the quality of prosecution cases
- enhance the safety and welfare of staff
- reduce employee case preparation and court time
- increase early guilty pleas (helping to reduce staff time and resources)
- reduce protracted complaint investigations (providing impartial and accurate evidence).

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

1.5 BWVD is governed by the legal requirements imposed upon its use by a number of Acts designed to protect an individual's privacy and ensure ethical and legal usage. This COP, paired with the privacy notice, will explain how the law affects the use of BWVD and how the councils' own principles of operation and COP ensure its use of BWVD is legitimate and appropriate.

1.6 Consideration has been given to the Equality Act 2010 and Article 8 Human Rights Act 1998 (right to family and private life) in respect of the use of BWVD. BWVD users will consider cultural issues and sensitivities when using BWVD devices and whether less intrusive methods of recording incidents are appropriate, such as obscuring the lens and having an 'audio only' record or whether alternative methods are more appropriate. BWVD users will be mindful to consider the needs of all persons involved at incidents and ensure that no group or individual is disadvantaged by BWVD. The councils will ensure that the implementation and utilisation of BWVD does not disproportionately impact any groups, while promoting equality, diversity, and inclusivity.

## **2. Scope**

2.1 This COP applies to officers of the Licensing team at the councils with access to BWVD devices, software, footage or data, and all footage or data obtained by the use of BWVD equipment. Footage may include visits to domestic or business premises as well as public spaces.

2.2 All footage and/or data obtained by use of BWVD cameras will be treated and processed as personal data/information under the Data Protection Act 2018. The councils rely on Article 6(1)(e) of the GDPR, which has 'public task' as the lawful basis for processing personal data.

## **3. General principles of operation**

3.1 Before deciding to use BWVD, its use must be lawful and justified, for a specified purpose which is in pursuit of a legitimate aim, and consideration given to whether or not its use is proportionate, necessary and addresses an identified pressing need. If audio recording is to be used as well as visual recording, the collection of audio and video needs to be justifiable.

3.2 BWVD is an overt system and the camera will be clearly labelled and visible at all time when in use. BWVD should not be used for covert recordings.

3.3 Officers must not indiscriminately record their entire shift and must only use cameras to capture video and audio of specific incidents. Whilst the device is on standby mode it does not record any material. In order to record footage, the staff member must deliberately activate the device.

3.4 Images shall be recorded and retained for evidential purposes and must not be shown or given to unauthorised persons.

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

3.5 Officers will continue to follow current practices for achieving best evidence; BWVD does not replace conventional forms of evidence collection.

3.6 The wearing of BWVD by officers is discretionary and does not replace any existing safety measures for staff.

3.7 BWVD users are reminded that all BWVD footage is subject to disclosure and may be relied upon or referred to at any stage during an investigation, prosecution of a case or investigation of professional standards and behaviour.

3.8 The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

3.9 Users should always take into account the circumstances and the people involved. Users should consider Article 6 ECHR (right to a fair trial), Article 8 ECHR (right to private/family life), Article 10 ECHR (right to freedom of expression) and any vulnerability factors in relation to persons present when assessing whether the use of BWVD is a proportionate option for evidence gathering.

3.10 Recording should, where practicable, be restricted to those individuals and areas where it is necessary in order to provide evidence relevant to the incident. It is important that, where practicable, BWVD users minimise collateral intrusion on those not involved in the incident.

3.11 There are certain areas where there is a higher than usual expectation of privacy - for example a visit to a residential property. When considering the use of BWVD in such an area, BWVD users must be mindful of the increased justification that will be required in respect of intrusion into the privacy of those being recorded. Users must consider the right to private and family life (Article 8 of the European Convention on Human Rights (ECHR)) and must not record beyond what is necessary for the evidential requirements of a case.

## **4. Using Body Worn Video Devices**

4.1 The decision to start and stop recording video/audio lies with the BWVD user. BWVD users should capture as much evidence as possible (including context of the encounter) and should always try and record as much of an incident as possible. Users should begin recording at the start of an incident or at the earliest opportunity thereafter. Recordings should continue uninterrupted until the BWVD user decides it is no longer proportionate or necessary to continue recording.

4.2 BWVD must be deployed overtly. At the start of any recording the user must, where practicable, make a verbal announcement to indicate that the BWVD equipment has been activated. This announcement should be captured on the recording and, if possible, should include:

- The date, time and location

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

- The nature of the incident to which the user is deployed
- Confirmation to those present that the incident is now being recorded using both video and audio

4.4 Officer should point to their BWVD and yellow CCTV sticker on devices. This visual warning will help ensure a person with a hearing impairment or disability can visually see that BWVD is in operation.

4.5 There may be occasions where the recording is inadvertently stopped during an incident - examples include the BWVD being knocked off in a struggle, technical failure or the view of the camera and/or microphone becoming obscured. In these circumstances, BWVD users should make a verbal announcement explaining the reason for the suspension. On recommencing recording, the BWVD user should again announce to those present that video and audio recording has resumed.

4.6 Where BWVD recording cannot be activated due to the immediate urgency of the situation or where the BWVD user is faced with for example, immediate violence, risk to life/property or crime in progress), recording should be activated as soon as it is safe and practicable to do so.

4.7 In cases where BWVD users are in a position to assist the police or emergency services for example at the scene of an accident, BWVD users should continue to record until instructed otherwise by the relevant authority.

4.8 BWVD users should be satisfied that, in making the decision to stop recording, the risk of not capturing evidential material is minimised. Recordings should be ceased if it is no longer justifiable or proportionate to record, for example if there is no likelihood of evidential material being recovered or used.

4.9 BWVD users may render themselves open to criticism or challenge if they cease recording too early or whilst an incident is ongoing. Therefore, BWVD recording should continue until it is clear from the footage that the points above are satisfied - for example by BWVD users recording themselves clearly leaving the incident or announcing that a different recording system has taken over.

4.19 Where practical, BWVD users should make an announcement that the recording is about to finish. 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
- The reason for concluding the recording

4.20 Any images and sound recorded are held within the camera carried by the officer prior to uploading.

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

## **5. Objections to recording**

5.1 It is important to note that in principle there is no requirement to obtain the expressed consent of the person or persons being filmed. However any person subjected to surveillance must be informed of its use.

5.2 There may be occasions where a person objects to being recorded. BWVD users may record overt video and audio without consent if the officer can identify a genuine need.

5.3 The decision to record and/or continue recording remains with the BWVD user, who should consider risks and any objections made by the person in respect of the recording. The presumption should be, however, that recording should continue unless the risk and/or the objection(s) made overrides the need to record an evidential encounter.

5.4 If the BWVD user decides to continue recording despite objections, they should make a note as to why they have decided to do so. They should also take steps to advise the individual as to the following:

- the reason for the recording taking place - usually this will be for the prevention and detection of crime
- material will only be retained for a maximum of 30 days, unless required for evidential purposes
- footage is subject to data protection legislation and can be applied for on request in writing
- any material is restricted and will only be disclosed to third parties in accordance with the law
- the recording is being made in order to act as an accurate account of the incident and thus can be used to back up the accounts of each party.

## **6. Downloading and viewing recordings**

6.1 When not in use, all BWVD must be placed in the docking station to allow for any footage to be automatically downloaded and for the battery to recharge. The BWVD user must monitor the BWVD during this time to ensure no unauthorised person attempts to access the BWVD or any footage, unless the BWVD is stored in a locked area with access only permitted to enforcement officers.

6.2 Officers must only view footage back which they reasonably believe contains material which could be evidential, all other footage must not be used or marked as evidential.

6.3 Viewing of footage obtained should only be carried out in a secure place.

6.4 The BWVD user will be required to enter their usernames and password on the Digital Evidence Management Software (DEMS). This will help keep a record of the

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

camera's use. All recordings taken will later be downloaded to the officer's personal DEMS account. The BWVD user can view and manage their own BWVD footage using DEMS. Footage will be stored on DEMS under their user account, which will be password protected. Service managers and team leaders will be able to access and view footage captured by all officers.

6.5 All recordings may be used in evidence, even if it appears to the user at the time of the incident that this unlikely. All recordings should be treated as evidential. It is imperative that BWVD users do not attempt to delete any footage from their DEMS account prior to the minimum retention period of 30 days. DEMS will automatically delete footage after 30 days unless the officer stores the data in an investigation file.

## **7. Data retention, security and sharing principles**

7.1 The use of BWVD generates a large amount of digital material that must be stored appropriately, retained, reviewed and deleted. All BWVD footage will be uploaded onto a secure server as soon as practicably possible. This will ensure the integrity and security of the data. When no longer required, BWVD footage should be disposed of securely.

7.2 Recorded data that is 'non-evidential' will be retained for 30 days, after which it will be automatically destroyed.

7.3 Recorded data that is relevant to an investigation or required as evidence must be secured, reviewed and retained. To secure footage the BWVD user must transfer the data from the temporary folder to an evidence folder on DEMS. The stored data will be kept in a manner that allows for the BWVD footage to be separate from any other BWVD footage, by date and uniquely identifiable at all times.

7.4 The retention of footage should be in line with that for other criminal exhibits. Once a case has concluded, then consideration should be given to the need for continued retention. The need for retention must be justifiable and tangible. Simply retaining footage in case it may be required is not a strong enough test. The councils must be capable of justifying why footage needs to be retained on a case-by-case basis.

7.5 Where cases are prosecuted, BWVD footage is 'material gathered' during an investigation and therefore may be subject to disclosure responsibilities. BWVD footage in these cases should be retained as 'unused material' even where the BWVD user considers there may be no immediate evidential value in the footage. Failure to do so may lead to an abuse of process argument being lodged.

7.6 Access to DEMS will only be granted to authorised officers and strictly controlled by a systems administrator. Effective security safeguards are in place within DEMS to help ensure the integrity of images and information should they be necessary for use as evidence in legal proceedings. Images and information should be subjected to appropriate security measures to safeguard against unauthorised access and use. For this reason, all

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

footage recorded by BWVD is fully encrypted and stored using secure cloud storage requiring a username and password to access.

7.7 Footage may be shared in accordance with the relevant privacy notice for use of BWVD. It is important that digital images and other related information can similarly be shared with ease with appropriate law enforcement agencies. DEMS has the capacity to redact images and burn to discs or export images securely for internal or external sharing. Footage burnt for a third party must be delivered in a sealed CCTV evidence bag or via a secure link. The security number must be recorded; all footage must be signed for. Faces of those who are not the subject of the process for which the footage was burnt will be obscured to maintain their right to privacy.

## **8. Officer training**

8.1 Responsibility for each BWVD use rests with the individual using the equipment. It is expected that officers will take reasonable care of the equipment, for example not leaving it unattended in a public place.

8.2 Before using BWVD, all staff must complete any training required on the use of the hardware/devices and software. Users must also familiarise themselves with the requirements of any relevant policy/guidance and this COP.

## **9. Safeguarding**

9.1 Under the legal framework of the Children Act 1989 and 2004 and the Care Act 2014 the councils have specific duties to safeguard and promote the well-being of children and adults with care and support needs.

9.2 All officers are responsible for carrying out their duties in a way that safeguards and promotes the welfare of children, young people and adults with care and support needs. Any footage capturing concerns around the safety and welfare of children, young people and adults with care and support must be reported as a safeguarding concern in accordance with existing procedures.

9.3 The recording and data management of footage of young people, children and vulnerable persons should be subject to additional safeguarding considerations and should only be done if there is a genuine purpose and it is necessary and proportionate. If gathering evidence in relation to a criminal investigation, then standard evidence capture rules would apply. Footage involving children could be exploited or used for malicious purposes if easily accessible, so when dealing with footage involving children, additional redaction should be considered to ensure that any personal or identifying information, such as faces, school uniform and logos, etc, are not identified.



**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

## **10. Monitoring and review**

10.1 The councils will review the use of BWVD on a regular basis to ensure it remains legitimate, necessary, proportionate and effective in meeting its stated purpose.

10.2 This Code of Practice will be reviewed regularly or in response to significant changes in council procedures, national guidance or legislation.

10.3 Service managers and team leaders are responsible for ensuring their staff are aware of and adhere to this COP and any other policies or guidance relating to the use of BWVD and the appropriate use of any footage, data and software.

10.4 Service managers and team leaders are responsible for checking compliance and appropriate use of the devices. This can be completed by carrying out periodic dip checks of footage taken by their staff. Any issues arising from the check must be raised with the BWVD user and further training can then be provided if required.

## **11. Legislation and statutory framework**

11.1 The capture, processing and retention of personal information by the councils is governed by the following legislation and codes of practice.

### **11.2 Criminal Code of Practice and Investigations Act 1996**

The 1996 Act introduced the statutory test for disclosing material to the defence in criminal cases. In light of the 1996 Act, the councils must disclose both used and unused images; therefore, deleting any images prior to their retention periods may amount to a breach of the Act. To alleviate this risk, the DEMS will automatically delete images and video marked as non-evidential after 30 days but will keep a record of the file and the date it was deleted. Images may be retained for longer than 30 days but only at the request of an enforcement agency or investigating officer to continue an investigation.

If the case is to be prosecuted, then the evidence should be retained for as long as the case is still proceeding before the court.

The prosecuting authority has a duty to disclose to the defendant all the material it intends to rely on in the prosecution case. This is usually known as 'advance disclosure'. Therefore it may be necessary to make a copy of the recording for release to the defendant on request. Considering this, the original must be kept securely.

The prosecuting authority also has a duty to retain material that it does not intend to rely on in the prosecution case. This means excess footage of an incident which does not form part of the evidence must also be kept securely and disclosed to the defendant if they submit a not guilty plea. Whilst the material does not assist the prosecution case it might assist the defendant in the preparation of their case.

## **South Oxfordshire and Vale of White Horse District Councils**

### **Body-Worn Video Devices (BWVD) Code of Practice**

Images relevant to an investigation must be retained in accordance with the Code of Practice issued under Section 23 of the 1996 Act. Any generated digital images should be accompanied by a full audit trail, including who has had viewed the images from the point of capture throughout the whole management process – including when they are passed to the councils' Legal Team, the police, the Crown Prosecution Service or the defence. In response to this, the DEMS will have complete audit trail capabilities, showing when files are uploaded, viewed and who viewed them.

#### **11.3 Human Rights Act 1998**

Article 6 of the 1998 Act provides the right to a fair trial. All images from BWVD have the potential for use in court proceedings whether they provide information that is beneficial to the prosecution or defence. The information BWVD users obtain will be managed as detailed within this COP.

Article 8 of the 1998 Act is a qualified right to respect private and family life, home and correspondence. Officers are required to consider this article when dealing with recorded images, whether they are made in public or private areas. BWVD users must consider Article 8 of the ECHR by not recording their full duties and only recording what is necessary for the prevention, investigation or detection of crime.

BWVD can collect valuable evidence for use in criminal prosecutions. Council officers must act with integrity and transparency and provide objective evidence of controversial events. It offers protection for the public and council officers. Use of BWVD may be closely scrutinised by a court and it is essential that recordings are not retained where there is no clear evidence of an offence, unless the footage can contribute to an ongoing investigation.

#### **11.4 Data Protection Act 2018 and GDPR**

The councils process personal information in accordance with relevant Data Protection legislation including the Data Protection Act 2018 and the General Data Protection Regulation to ensure the fair and lawful use of personal data and to protect the right of any data subject.

Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using BWVD. The use of a BWVD in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.

The DPA 2018 sets out principles in relation to data protection for the purposes of law enforcement as follows:

- requirement that processing be lawful and fair
- requirement that purposes of processing be specified, explicit and legitimate
- requirement that personal data be adequate, relevant and not excessive
- requirement that personal data be accurate and kept up to date

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

- requirement that personal data be kept for no longer than is necessary
- requirement that personal data be processed in a secure manner

Article 5 of the GDPR sets out key principles which lie at the heart of the general data protection regime; that personal data shall be

- processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency')
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation')
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation')
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')."

The councils, as data controller, shall be responsible for and be able to demonstrate compliance with all the above. ('Accountability')

Article 6 of the GDPR defines the lawfulness of processing. The councils rely on Article 6(1)(e) of the GDPR, which has 'public task' as the lawful basis for processing personal data.

The councils have prepared a privacy notice for the use of BWVD which is available on the councils' websites. This includes details about when data may be shared with other parties.

GDPR gives individuals the right to access their own personal data, whether in digital or hard copy records. This includes footage captured on BWVD. Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

by them free of charge. If an officer receives a Subject Access Request for BWVD footage, they should refer this to the Data Protection Team.

### **11.5 Freedom of Information Act 2000**

The 2000 Act grants a general right of access to non-personal information held by public bodies, including digital images recorded by BWVD. Each request for information must be examined on a case by case basis and should be referred to the relevant council's FOI team in the usual manner.

### **11.6 Regulation of Investigatory Powers Act 2000**

The councils will ensure the use of BWVD is highly visible to the public. The cameras contain clear audio/video signage, and where practicable, an officer wearing the equipment will announce its use. The councils' BWVD devices will not be used in a covert manner unless specific authority has been given in line with the 2000 Act.

### **11.7 Protection of Freedoms Act 2012 and the Surveillance Camera Code of Practice**

Part 2 of the 2012 Act deals with the regulation of CCTV and other surveillance camera technology and introduces the Code of Practice for Surveillance Camera Systems. Section 29(6) of the 2012 Act provides that this code covers "any other systems for recording or viewing visual images for surveillance purposes". This would incorporate BWVD.

The councils have adopted the 12 guiding principles within the Code of Practice:

1) Use of a surveillance camera system must always be for a specified purpose, which is in pursuit of a legitimate aim and necessary to meet an identified pressing need

This principle is met by:

- use of BWVD in public places for a clearly defined purpose or purposes it was established to address and for no other purpose e.g. public safety and the prevention of disorder or crime
- BWVD will be used for tasks which the councils are authorised to carry out and which is in the public interest (GDPR Article 6(1)(e)).
- the ability to switch the BWVD on or off and to know when and when not to record
- providing further justification when considering video and /or audio recording in more sensitive areas, such as private dwellings etc.

(2) The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified

This principle is met by:

- not using BWVD to record conversations unless it can be justified with robust supporting evidence e.g. a matter of personal safety

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

- deploying BWVD in public places to address a problem that cannot be addressed by less intrusive means
- BWVD deployment being subject to regular review, to ensure it remains necessary and proportionate.

(3) There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints

This principle is met by:

- publishing information on the use of BWVD on the councils' websites including in the Privacy Notice
- officers will inform subjects that they are being recorded

(4) There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used

This principle is met by:

- publishing this Code of Practice on the councils' websites
- service managers and team leaders ensuring proper use of the system through monitoring and regular review of how effectively BWVD meets the purpose(s)
- information being stored in such a way so that recordings relating to a specific individual or incidences can be easily identified, located and retrieved
- data being stored in a way that remains under the councils' sole control, retains the quality of the original recording and is adequate for the purpose for which it was originally collected.

(5) Clear rules, policies and Code of Practices must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

This principle is met by:

- this Code of Practice aids in the effective management and use of BWVD and also ensures that any legal obligations affecting the use of BWVD are addressed and complied with
- officer training on the relevant hardware and software in addition to this COP and the relevant privacy notice

(6) No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged

This principle is met by:

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

- not storing any more images or other information than required for the stated purpose and publishing the retention period in the relevant privacy notice
- information being deleted automatically after 30 days, unless required for evidential purposes
- consideration being given to whether all of the footage captured by BWVD should be retained, or whether extracting short clips would be more appropriate
- having a robust tracking process which demonstrates how data is moved from the councils to those using it for an investigation.

(7) Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes

This principle is met by:

- secure access to the relevant software and any location where recordings are stored
- any sharing in accordance with the privacy notice.

(8) Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards

This principle is met by:

- complying with the Home Office 'Working Technical Guidance for Body Worn Video Devices' and other approved standards informing good practice which may be published from time to time.

(9) Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use

This principle is met by:

- complying with the data security measures referred to in the Home Office 'Working Technical Guidance for Body Worn Video Devices'
- password protection, encryption and restricted access
- the review of footage in a secure and private location.

(10) There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published

This principle is met by:

- the review of the BWVD system on a regular basis, to ensure it remains necessary, proportionate and effective in meeting its stated purpose

**South Oxfordshire and Vale of White Horse District Councils**  
**Body-Worn Video Devices (BWVD) Code of Practice**

- periodic auditing of the councils' systems, processes, services and departments.

(11) When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value

This principle is met by:

- working with partner agencies to improve the effectiveness of operations relating to crime within the community
- sharing intelligence with partner agencies as required
- recorded material being stored in a way that maintains the integrity of the image and information.

(12) Any information used to support a surveillance camera system, which compares against a reference database for matching purposes should be accurate and kept up to date

This principle is met by:

- compliance with data protection, this COP and the privacy notice
- officer training on the relevant hardware and software in addition to this COP and the relevant privacy notice