



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

# Liverpool Hope University

## Campus Service

### Operational Guidance & Standards for Body Worn CCTV Cameras

Approved by:	SMT
Date approved:	26.10.2015

# 1. Introduction

- 1.1 This document sets out the University's Policy and Procedural Guidelines for the use of body worn CCTV cameras by Campus Officers/Campus Services. It will enable employees to comply with the relevant legislation relating to video recording and outline the associated benefits to Campus Officers, students, visitors and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use.
- 1.2 The use of body worn CCTV cameras can provide a number of benefits which include a deterrent to acts of anti-social behavior, aggression or verbal and physical abuse toward Campus Officers, and providing evidence to support Police or Proctor investigations.
- 1.3 Body worn CCTV cameras form part of a Campus Officers Personal Protective Equipment (PPE) and is provided solely for Health and Safety purposes. It will be used in an overt manner and emphasized by Campus Officers wearing clear identification that it is a CCTV device. Prior to commencement of any recording, where possible, Campus Officers will give a clear verbal instruction that recording is taking place.

# 2. Legislation

- 2.1 The integrity of any video data recorded will be considered in accordance with the following legislation; Data Protection Act 1998 and Human Rights Act 1998 Data Protection Act 1998

The Information Commissioner's Office is the regulator for the Act and has given guidance with regard to the use of body worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media..

## 2.2 Personal Data

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 body worn equipment.

## 2.3 Overt Use

The use of body worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.

## 2.4 Subject Access Request

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 by them.

Human Rights Act 1998

*Article 6* provides for the right to a fair trial. All images captured through the use of a Body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.

*Article 8* of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence. Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of body worn equipment should not record beyond what is necessary when recording a confrontational situation.

- 2.5 The University will ensure that the use of body worn CCTV camera is emphasized by Campus Officers wearing it in a prominent position (normally on their chest) and that it's forward facing display is visible to anyone being recorded. Additionally, Campus Officers will make a verbal announcement, where practicable, prior to commencement of any recording. Any inappropriate use of the body worn CCTV camera by Campus Officers, may result in discipline action.

## 3. Operational Guidance and Best Practice

### 3.1 Training

All Campus Officers will receive training in the use of Body worn CCTV cameras. 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.

### 3.2 Daily Use

Body worn CCTV cameras will only be used in the event where Campus Officers find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse.

Recordings will not commence until the Campus Officer has issued a verbal warning, and where possible, of their intention to turn on the body worn device.

Recordings will not be made whilst performing normal patrolling duties.

All recordings will be held securely.

Access to recordings will be restricted to authorized personnel in the Campus Services Team, Head of Residential Life and Law enforcement agencies.

### 3.3 Start of Shift Procedure

Campus Officers will have access to a body worn CCTV camera if required while on shift. The Campus Manager will ensure that the unit is fully functioning and that it has been cleared of all previous recordings. The check will also include verifying that the unit is fully charged and that the date and time displayed is correct.

### 3.4 Recording

Recording must be incident specific. Campus Officers must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an 'incident' is defined as:

- a. An engagement with a person on University property which in the opinion of the Campus Officer is confrontational, and where the Campus Officer believes they may be subject to physical or verbal abuse or for the purpose of evidence gathering for a University Incident report.
- b. The Campus Officer is approached by a person on University property in a manner perceived as aggressive or threatening.
- c. At the commencement of any recording the Campus Officer should, where possible, make a verbal announcement to indicate why 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.
- d. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behavior.

- e. If, at any time during an incident the Campus Officer considers that the use of a body worn CCTV camera or the issuing of a verbal warning is likely to inflame a confrontational situation, the Campus Officer may use discretion to disengage from further discussion and withdraw from the incident.
- f. A specific form of words to be used in any warning to a subject has not been prescribed, but Campus Officers should use straightforward speech that can be easily understood by those present for example

*'I am wearing a Body worn CCTV camera and I am now recording video and sound'*

### **3.5 Playback**

Campus Officers will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback will only be at the request of a Manager or Police Officer attending the incident.

Any request to view captured video by the subject, will need to be made in writing to the University Secretary.

### **3.6 End of Shift**

Campus Managers must ensure that any CCTV footage required for evidential purposes has been correctly bookmarked and that any Incident Reports have been completed.

## **4 Storage of Data**

- 4.1 All recorded footage will be uploaded to the Campus Manager's I.T. system by the on duty Campus Manager only.
- 4.2 The Campus Officers, on duty will ensure that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed.
- 4.3 For Incidents where the Police have not been in attendance the Campus Manager will review the recording and a decision in conjunction with the University Secretary will be made on whether referral to the Police is appropriate
- 4.4 The Campus Manager will then transfer the data to the IT system hard drive and complete the Information Log.
- 4.5 All retained data will be kept until all investigations have been completed or a prosecution has taken place.
- 4.6 Any other data not required for evidential purposes will be deleted after 31 Calender days