

Policy Title & Ref Number	Body Worn Camera Policy Doc Ref: TR-001
Policy Prepared By	Data Protection & Information Compliance Officer
Policy Owner	Director of Services Finance & IT
Consultation Process	Senior Officers Group Employee Representative Bodies Employees
Policy Approved by & Date of Approval	Management Team XXX January 2020
Review Date	January 2021

Policy Revision History		
Date	Revision Details	Implementation Date

Purpose

The role of a Longford County Council Traffic Warden is to enforce Parking Regulation and Bylaws. In the course of their work Longford County Council's 2 Traffic Wardens are frequently issuing warnings and parking fines to members of the public and as a result, may be subject to verbal abuse, threatened with and/or suffer physical assault.

Encounters with the public can become confrontational and may on occasion result in a complaint being made against a traffic Warden.

In an effort to enhance their personal health, safety and security and assist in resolution of complaints, Longford County Council have issued Traffic Wardens with a Body Worn Camera.

This document sets out the Council's Policy for the use of Body worn CCTV cameras by Longford County Council Traffic Wardens.

Scope

This policy applies to Longford County Council's 2 Traffic Wardens, and authorised employees and third parties that are involved in the operation and management of Body Worn Cameras

All parties must ensure they comply with;

- Data Protection Act 2018 And
- Data Protection Commissioners guidance on the Use of Data Controllers
<https://www.dataprotection.ie/en/guidance-landing/guidance-use-cctv-data-controllers>

Commencement

This policy to commence in January 2020

Policy Applicability

Body-worn cameras will be issued to Traffic Wardens for the sole purpose of protecting their personal safety in the event of conflict situations in the course of executing their duties.

The use of Body Worn Cameras shall provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward Wardens and providing evidence to support Gardai investigations.

A Body Worn Camera shall form part of a Wardens' Personal Protective Equipment and is provided solely for Health and Safety purposes. It shall be used in an overt manner and emphasised by wearing clear identification that it is a CCTV device. Prior to commencement of any recording, where possible, traffic wardens shall give a clear verbal instruction that recording is taking place.

Body Worn Cameras shall not be used to gather evidence for Parking Enforcement or any other enforcement purposes nor will it be used as evidence in proceedings against any member of staff.

It is the policy for Longford County Council that Traffic Wardens will **only** use their Body Worn Camera when they find themselves in a confrontational situation and they form an opinion that their personal health and/or safety is or about to be compromised and put at risk. They will use their own judgement in such situations and activate the Body Worn Camera when they feel it is needed. The camera will not be activated for extended periods or in normal course of work when no threat is posed to their personal health, safety and security.

The primary purpose of the Body Worn Camera is to:

- act as a deterrent and to enhance the protection of the personal health and safety of Traffic Wardens during the course of them carrying out their duties.
- Facilitate the reporting of incidents of abusive and/or threatening behaviour against the Traffic Wardens to An Garda Siochana. The Audio and video recordings may be used in prosecutions for assault or threats to Traffic Wardens.
- To facilitate the investigations of complaints and dispute resolution.

Recordings shall be incident specific and must not indiscriminately record entire duties

Traffic Wardens shall not commence recording until they have issued a verbal announcement, where possible, of their intention to turn on the camera.

The purpose of issuing a verbal announcement is to allow a member of the public an opportunity to modify their confrontational or aggressive behaviour. A member of the public on becoming informed that an exchange is being recorded is less likely to continue to behave in an inappropriate manner.

A specific form of words to be used as any warning to a member of the public has not been prescribed but straightforward speech that can be easily understood by those present should be used e.g. "I am wearing a body worn camera and I am now going to turn it on because of your behaviour". If at any time during the incident, the traffic warden considers that the use of the Body Worn Camera or the

issuing of a verbal announcement is likely to inflame a situation, they may use their discretion to disengage from further discussions and withdraw from the incident.

The Body Worn Camera shall remain active until the event is completed in order to ensure the integrity for the recording unless the individual concerned moves into an area restricted by this policy or ceases the aggressive behaviour.

Traffic Wardens shall only use Body Worn Cameras in public areas (e.g. streets and public car parks), they will not be used in locations where individuals have a reasonable expectation of privacy such as a residence etc.

Traffic Wardens shall not record/engage in direct recording of minors

Footage from the Body Worn Camera shall be uploaded onto a secured network and password protected at the end of the day and details entered into *Longford County Council's Body Worn Camera Log*.

If Footage is not required for further investigation, it shall be deleted the next working day by authorised personnel. If an investigation commences, footage shall be deleted 6 years after the case has settled.

Body Worn Camera shall be monitored over 12-month period to measure their effectiveness and whether an alternative solution shall be implemented which may be less intrusive to individual's privacy.

Access to the Body Worn Cameras and the footage collected shall be limited and strict access controls to be applied. Only 2 Traffic Wardens shall have a Body Worn Camera device, no other employee of Longford County Council shall obtain a Body Worn Camera without a full Data Protection Impact Assessment being issued to the Data Protection & Information Compliance Officer.

Responsibilities

A) Line managers shall be responsible for;

- the implementation of this policy.
- ensuring all employees who operate Body Worn Cameras are made aware of and are instructed to comply with this policy and all other related policies.
- ensuring users who have access to the personal data collected are fully aware of their responsibility and when necessary are provided with training on the correct handling procedures of the data collected.
- ensuring adequate protection and controls are in place to protect personal data in their control.

B) All employees, Agents, Contractors and Data Processors shall be responsible for;

- Respecting and protecting the privacy and confidentiality of the information they process
- Complying with the terms of this policy and all other relevant Longford County Council policies, procedures, regulations and applicable legislation.
- Reporting all misuse and breaches of this policy to their line manager immediately upon coming aware

C) The Data Protection & Information Compliance Officer shall be responsible for;

- providing data protection advice and information to all staff
- Monitoring compliance with this policy
- monitoring compliance with Data Protection legislation & GDPR

Confidentiality

Longford County Council shall store and process personal data in a secure manner. Personal data shall not be shared internally or externally with anyone who does not require access to the personal data. Where possible and appropriate, personal data shall be password protected and/or encrypted before sharing it with anyone both internally and externally, particularly if sharing is via email. Good security practices should be adopted, such as using robust passwords and encrypting hardware. When storing personal data in group or shared drives, it shall be stored in a location where only those who require access have access to the personal Data and if possible, personal data shall be stored in a anonymized/ non-identifiable form.

Data Protection

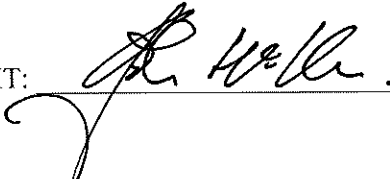
Longford County Council is committed to privacy and respecting the rights of those whose personal data we collect and use in accordance with applicable law. Data Protection is about providing individuals with protection as to what information about them is used by our organisation. To provide this protection, data protection law establishes good data handling and data management principles. It also grants specific rights to individuals regarding their personal data which is processed by Longford County Council. Longford County Council is committed to respecting and supporting the right to data protection, including the rights of individuals under applicable law to control the dissemination and use of the Personal data that relates to them.

Appeal

Not Applicable

Review

This policy must be reviewed and approved by management and at least on an annual basis. No updates can be made to this policy without full review and approval by management.

Approved by Head of Finance & IT:  Date: 18/6/2020