



Body Worn Camera (BWC) Policy

Policy Originator:	Susanne Wicks, DPO
Approved by:	CLT
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Review Interval:	Three years or as required.
Next Review Date:	Autumn 2029
Audience:	Internal
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1. Purpose

This policy sets out the principles and procedures for the use of body worn cameras (BWCs) by staff at Nescot. The aim is to promote safety, deter inappropriate behaviour, and support incident investigation, in compliance with relevant legislation and guidance.

2. Scope

This policy applies to all staff authorised to use BWCs, and covers the management, operation, and use of BWCs within college premises and grounds.

3. Legal Compliance

The use of BWCs will comply with:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Protection of Freedoms Act 2012 (for surveillance)
- Information Commissioner's Office (ICO) guidance

4. Principles

BWCs will only be used for legitimate purposes, including safeguarding, crime prevention, and incident investigation.

Recording will be proportionate, necessary, and relevant to the situation.

Individuals will be informed when recording is taking place, except where this is not possible or safe.

5. Operation and Usage

BWCs will only be operated by trained and authorised staff.

Staff will announce the use of BWCs before recording, where safe and practicable.

Recordings must not be used for personal purposes or shared outside authorised channels.

BWCs will be worn visibly at all times during operation.

6. Data Management

All footage will be securely stored and managed in accordance with college data protection policies.

Access to recordings is restricted to authorised personnel only.

Retention periods for footage will be defined in accordance with college policy and legal requirements (typically 30 days unless required for investigation).

7. Rights and Access

Individuals have the right to request access to footage in which they appear, subject to data protection regulations.

Requests should be made in writing to the College's Data Protection Officer.

8. Training and Accountability

Staff must complete approved training before using BWCs.

Misuse of BWCs may result in disciplinary action.

Members of staff wishing to view footage captured by a BWC must request access via completion of the CCTV footage e-form.

9. Review and Monitoring

This policy will be reviewed annually, or sooner if required by changes in legislation or guidance.

10. Contact

For further information or queries regarding this policy, please contact the College's Data Protection Officer (dataprotection@nescot.ac.uk)