
BODY WORN VIDEO CAMERA POLICY

The purpose of this policy is to regulate the use of body worn video cameras owned and/or leased by the Forkers Group and its associated companies on its construction site and/or premises for the purpose of safety and security. Forkers Group recognise the need to balance an individual's right of freedom from invasion of privacy and its duty to promote a safe working environment for all employees.

The benefits of body-worn cameras are:

- Increased Transparency
- Building Community Trust
- De-escalating violence and aggression
- Reduction of incidents and complaints
- Safeguard Personnel against accusations of misconduct.

General Principles

A Body Worn Video (BWV) Camera is a portable system that are small, visible devices worn (visibly to the public) attached to the company's employee and/or subcontractor employee usually on the chest (outside of the clothing); this provides an audio and visual record of activities undertaken by the wearer during encounters with members of the public as they go about their job. Sound and images are on a tamper proof storage device, thereby ensuring a secure chain/custody of increased transparency and evidence.

Body Worn Video Cameras may be used on the Company's construction sites and/or premises to provide accurate & reliable evidence, deter criminal activity, deter incidents of violence and aggression/anti-social behaviour, prevent trespass, to assist in protecting the company, its employees and/or subcontractor employees, and the site and/or premises.

Information obtained via a Body Worn Video Camera will be used exclusively for safety, security, and law enforcement purposes. Information obtained via Body Worn Video Cameras will only be released when we have a clear legal reason for doing so. This will be authorised by a Director of the Company.

The use of Body Worn Video Cameras will be undertaken in a manner consistent with existing policies. Their need shall be determined by a site-specific risk assessment and their use shall be authorised by the Construction Director or Managing Director.

The operation of Body Worn Video Cameras is limited to uses that do not violate the reasonable expectation of privacy as defined by the law.

Responsibilities

All personal information collected by Forkers Group must be used and shared in accordance with the principles of the Data Protection Act 2018, UK General Data Protection Regulation (GDPR). Any recorded image that is aimed at or may identify a particular person or learning about their activities is described as personal data and is covered by the Data Protection Act / GDPR; this therefore is likely to include all images and audio captured using Body Worn Video Cameras.

Under the Data Protection Legislation / GDPR, individuals that have been recorded on Body Worn Video Cameras are entitled to copies of the footage on a subject access request. Forkers Group subject access request procedure will be applied.

The Directors will monitor new developments in the law and industry standards and implement changes where appropriate.

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Forkers Ltd

Procedures

Forkers Group will post signage on and around the construction site and/or premises where Body Worn Video Cameras are being used and the camera(s) will be appropriately labelled. Members of the public will also be told verbally by the employee and/or subcontractor employee that they are being filmed.

Recorded video and audio will be uploaded and stored on the server in a password protected folder which will only be accessible by authorised personnel.

Recorded video and audio will be stored for a period not to exceed 28 days once work at the construction site and/or premises where the recording took place has been completed, then the video will be erased unless retained as part of a criminal investigation or court proceedings (Civil and Criminal), or other bona fide use as approved by a director.

Body Worn Video Cameras may be used to ensure increased transparency, safety and security of Forkers Group and its associated companies, construction sites and/or premises, employees, subcontractors, visitors, and members of the public.

Body Worn Video Camera will be securely locked away when not in use.

Forkers Group will not share recorded video and audio with third parties unless we have a clear legal reason for doing so.

Policy Revision

This policy is reviewed and approved by the Forker Board of Directors and is subject to change without prior notice.



D Cartwright, Construction Director
28th August 2023