

Date: 17th August 2026
Our ref: FOI/26/017095/S

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/26/017095/S

I write in connection with your request for information dated 22/06/2026, received by Greater Manchester Police (GMP) for the following information:

For context only: the policies relate to a custody episode at Central Park Police Station on 1 January 2024.

Please provide:

1. The GMP Body-Worn Video policy and any Standard Operating Procedure in force on 1 January 2024 (and the current version if different), in particular provisions on: (a) when officers must or should activate recording; (b) whether and how an evidential procedure such as the drink/drug-drive procedure under the Road Traffic Act 1988 should be recorded; (c) whether recording, once started, should continue without interruption; and (d) the requirement and method for an officer to record and justify any decision not to record, or any interruption to recording (e.g. a pocket-notebook entry).

2. Any policy, procedure or guidance describing: (a) what audit data and metadata are generated and retained for body-worn video devices and within the Digital Evidence Management System (e.g. recording start/stop, mute/pause, upload, deletion, access history); (b) the retention period for that audit data; and (c) the process where body-worn footage is found to be missing, incomplete or not uploaded.

3. The CCTV retention and overwriting policy or schedule for custody suites (including Central Park Police Station) in force on 1 January 2024 - the standard retention period, when custody CCTV is preserved beyond it, and which role authorises preservation or deletion.

4. (a) The name of the organisation contracted to provide healthcare services in GMP custody suites on 1 January 2024; and (b) any policy, SOP or protocol held by GMP governing the taking of evidential blood specimens in custody by a healthcare professional, including

provisions on obtaining and recording consent, recording clinical observations (including injuries or bruising), the number of venepuncture attempts permitted, and the records the healthcare professional must complete.

5. Any policy or procedure held by GMP (or held by GMP in respect of its custody healthcare provider) governing the ordering, stock control, recording and accounting for medical consumables used in custody - in particular blood-sample vials and venepuncture needles - including how usage is monitored and which role or organisation is responsible. If this is the healthcare provider's responsibility and not held by GMP, please confirm and identify where it is held.

6. The procedure held by GMP (or by its custody healthcare provider, to the extent held by GMP) for disposal of clinical waste from medical procedures in custody, and the retention period for any records of such disposal.

7. Any force Standard Operating Procedure, aide-memoire or guidance held by GMP for conducting the procedure under sections 5A and 7 of the Road Traffic Act 1988 in custody (the MGDD process), including any guidance on the statutory requirement and on recording the procedure.

8. The make and model of the roadside preliminary drug test device(s) in use by GMP on 1 January 2024, and any force guidance or manufacturer's instructions held by GMP regarding their use, including any guidance on the interval between a positive roadside test and the subsequent evidential procedure.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information. I can confirm the information requested is held by GMP.

Question 1

Please see attached the relevant Body Worn Video Policy & Procedures.

Where redaction occurs within the attached documents, this relates to Section 40(2) Personal Information, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018, and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

Question 2

The procedure makes no mention of these matters. The retention is in line with MOPI and in most cases the retention period is 6 years.

Body Worn Video material will be stored according to [Retention and Disposal of Records Policy and Procedure | Greater Manchester Police](#)

Question 3

CCTV is routinely overwritten after 90 days unless there is a requirement to preserve it. Retention of custody CCTV is managed via a formal request system to ensure GDPR compliance. Any officer may request CCTV for a legitimate policing purpose e.g. evidence of offence, complaints.

Question 4

MITIE Care and Custody are contracted to provide healthcare services for GMP custody. Evidential blood samples are taken in line with the provisions of the Road Traffic Act. Records are maintained within GMP's records management system and external clinical management systems not accessible by GMP officers.

Question 5

MITIE Care and Custody manage their own stock of medical supplies including hypodermic needles and sample vials.

Question 6

Clinical waste is removed periodically by an external contractor. No procedure document is held.

Question 7

We do not hold a standard operating procedure. In relation to the use of MGDD forms these provide guidance to the officers for the full procedure and are used as an aide memoire. In turn it stipulates on the forms themselves that they are a "plain man's guide" as complied with the requirements of DPP v Smith (Robert James) 2000.

The section 5a Procedures are also conducted on Body worn video therefore documenting the statutory requirements. The use of BWV is not mandatory to the procedure and its failure to use such does not make the procedure unlawful.

Question 8

With regards to the roadside preliminary testing device, they are a home office approved device.

Make/Model: Securetec DW 3S.

Officers who provide the training to GMP police officers were trained directly by DTEC in the use of their device and are therefore accredited to train such. Officers who use the drugs wipe devices are trained by these officers and are therefore then authorised by the Chief Constable to use roadside devices from that point.

There is no such guidance or legislation relating to the time between the roadside preliminary test and the subsequent evidential procedure.



GREATER MANCHESTER
POLICE

Body Worn Video

Procedure

March 2026

PROCEDURE IMPLEMENTED: 30/3/26

REVIEW DATE: March 2030

PROCEDURE OWNER: Criminal Justice & Custody Branch Commander

APPROVED BY:

PROTECTIVE MARKING: Official

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1. Introduction and background

Greater Manchester Police (GMP) is committed to maximising the use of its resources to capture the best possible evidence. When used effectively, body worn video (BWV) can promote public reassurance, capture best evidence, reduce harm and deter people from committing crime and antisocial behaviour. Its use is mandated in certain circumstances. However, GMP encourages all officers and police community support officers (PCSO) to use BWV in any instances where one or more of these benefits will be gained.

Recordings made by BWV provide independent evidence that improves the quality of prosecution material and may reduce the reliance on victim evidence, particularly those who may be vulnerable or reluctant to attend court. BWV may also impact on the professionalism of the service and assist in the ongoing development of staff.

Staff must use their professional judgement, alongside the [National Decision Model](#) (NDM) and [Code of Ethics](#), when deciding whether to use BWV.

2. Scope

- This procedure applies to all operational officers and PCSOs using BWV equipment.
- Use of BWV is mandated for domestic abuse (DA) incidents; transportation of detained persons; stop and search; use of force; searches of premises including items seized; events and football matches; drink/drug drive incidents; authorised firearms officers (AFO) deployed to a firearms incident; TASER deployments, and incidents where acute behavioural disturbance is a factor. This procedure provides information on these situations, but for further detail, refer to the relevant policy.
- Officers in specialist roles/teams may not always have access to BWV and it may therefore not be possible for every search or warrant to be recorded on BWV.
- BWV is not mandated for PCSOs but is encouraged in situations deemed appropriate or necessary by them to promote public reassurance, capture best evidence, reduce harm and deter people from committing crime and antisocial behaviour.

3. Roles and responsibilities

3.1 BWV operator

- BWV is mandatory equipment and is deployed as personal issue.
- Never use a personal camera whilst on duty as this will be in breach of general data protection rules.
- Pool devices must be reassigned prior to deployment. If using a pooled device, ensure that it has already been assigned to you
- BWV recording is incident-specific. For each incident, decide whether use is appropriate and make separate recordings. Use the NDM and Code of Ethics to ensure that decisions about its use and application are appropriate and proportionate.
- Report any malfunctions or losses to the district radio single point of contact (SPOC).

- Missing or lost BWV kit must be reported to a supervisor and the BWV SPOC as soon as possible so that an investigation can be conducted to locate it.

3.2 Radio SPOC

- On receipt of a broken camera, issue a replacement and assign a new device on the BWV system.

3.3 District or branch BWV SPOC (Chief Inspector)

All districts and branches must appoint a BWV SPOC at Chief Inspector rank to communicate force expectations on the use of BWV, including quality, standards and behaviour (QSB). The BWV SPOC is responsible for the following.

- Ensure that processes are in place for issuing BWV equipment and pooled devices.
- Dip sample BWV footage for all incidents.
- Review reports produced by the Criminal Justice Branch on individual officer usage and raise any issues with supervisors.
- Investigate reports of lost or missing kit and seek advice from Professional Standards Directorate (PSD) if required.

3.4 Criminal Justice Branch

- Prepare monthly reports for districts and branches on BWV usage for review by the BWV SPOC and SLT. These reports include information on officer usage such as average duration of footage, training and use in specific incidents types, for example, stop and search, use of force and domestic abuse
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4. Terms and definitions

BWV (body worn video)

A body mounted camera with built-in microphone. The camera stores digital files which, once recorded, cannot be deleted or amended by the operator. Each digital file carries a unique identifier and is time and date stamped throughout.

Buffer

GMP's BWV cameras operate a rolling 30 second buffer in standby mode. When recording mode is started, the camera adds the 30 second buffer to the start of the recording (video and audio). This will ensure that there is greater situational awareness and transparency for review purposes.

5. Procedure

This procedure is underpinned by [five principles](#):

1. Use of GMP issued BWV is lawful. Common law provides the police with the authority to use BWV in the lawful execution of their duties to prevent and detect crime.

2. Data will be processed and managed in line with data protection legislation, Code of Practice on the Management of Police Information (MOPI) and Authorised Professional Practice (APP) on information management. Data retention, review and disposal must take place in accordance with legislation and guidance and users must be able to ensure the integrity of data throughout the process.
3. The majority of use will be overt. Chief officers must ensure that the capabilities of BWV equipment are clear to the public. This includes its ability to capture audio and visual images (BWV can be used by officers in covert policing, subject to the relevant authorities – refer to [section 5.3](#)).
4. Use must be proportionate, legitimate and related to a meaningful operational encounter.
5. BWV will be used to engage with communities to promote transparency and accountability.

5.1 The recording process

- On attending an incident where BWV is required, make a verbal announcement to indicate that recording has, or is already, activated.
- The decision to record (or not) sits with the user. Each use must be justified on a case by case basis alongside the NDM. Where possible, record reasons for not recording in a pocket notebook.
- Do not use to record a formal investigative interview of a witness or victim, such as an achieving best evidence (ABE) investigation and when attending a report of a non-recent rape or sexual offence.
- If it is necessary to stop recording during an incident, state the reasons why, and similarly if recording re-starts.
- Objections to recording: use discretion and professional judgement to decide whether this is appropriate or not.
- Be cautious when BWV might cause serious offence or distress, such as during religious worship or in a hospital environment.
- Be aware of any third party individuals or conversations and airwave radio transmissions in the surrounding area to reduce the chance of sensitive data related to the subject or an unrelated third party being captured.
- BWV will primarily be obtained and retained for criminal proceedings, but be aware that it may also be used in relation to complaints against police officers and staff and investigations following the death or serious injury (DSI) of a member of the public.

5.2 Recording in specific locations

Location	BWV considerations
Private dwellings	Not appropriate in normal circumstances unless attending an incident for a genuine policing purpose. If an occupant objects, but an incident is ongoing or allegations of a criminal nature are being made, continue recording but explain the reasons why.
Searching premises	Used to capture all searches of premises, regardless of the reason. This includes capturing on BWV all items seized, including valuable items and cash, alongside a verbal commentary.
Court buildings	Can be used in certain areas of the court including holding/custody cells, vehicle dock areas and courtrooms. BWV must not be used in public areas. For further information, refer to NPCC guidance .
Hospitals	Use with caution and refer to best practice guidelines on the use of BWV published by the NPCC and the Royal College of Emergency Medicine.

Mental health units	If attending to assist staff, use continuously to record events where it is reasonably practicable ¹ , but stop use if it is having a detrimental impact.
Potentially explosive environments or suspect packages	Do not use within 15 metres (wireless transmission is a risk factor in igniting an explosive environment) or when entering illicit laboratories until the safety of the atmosphere has been confirmed.

5.3 Recording in specific situations

Situation	BWV considerations
Victim or witness first accounts	Not always necessary in cases that do not require an immediate response - use professional judgement. Refer to NPCC guidance for further information on ABE, including interviewing victims, witnesses and using special measures. Not to be used for investigative interviews or interviews under caution, but can be considered for unprompted confessionals to historic crimes outside of an interview environment. Can be used for urgent interviews at another location with a Superintendent's authority.
Transporting prisoners	Must be used, including any searches (with the exception of strip searches). Refer to the Transporting a Detained Person Procedure .
Stop and search	Must be used unless the search exposes intimate parts. Refer to the Stop and Search Policy and Procedure .
Use of force	Must be used for every encounter. Refer to the Use of Force Policy and Procedure .
Drink/drug drive incidents	Must be used to capture initial roadside interactions, booking in at custody and requesting/collecting samples (with the exception of urine samples).
Domestic abuse	Must be used except in exceptional circumstances and be aware that recordings at non-crime DA incidents may be significant in future prosecutions. Consider treating recordings as evidential where there are risk factors/history of DA. Refer to the Domestic Abuse Policy and Procedure .
Indecent images of children and child sexual exploitation	Do not use to capture video evidence of child sexual abuse material under any circumstances (this includes using BWV to capture indecent images on a suspect's computer or social media).
Rape and serious sexual offences (RASSO)	Use for dynamic or ongoing RASSO reports, or within forensic window opportunities but consider individual circumstances and the wishes of the victim. Refer to College of Policing guidance for first responders and the Sexual Offences Policy and Procedure .
Children under 18 years	The recording and data management of footage of young people, children and vulnerable persons is subject to additional safeguarding considerations and should only take place if there is a policing purpose and it is necessary and proportionate. Refer to the Child Protection Policy and Procedure .
Acute behavioural disturbance (ABD)	Consider using if ABD is a factor.
TASER	Must be used in all instances. Refer to the TASER Procedure and NPCC guidance .
Death or serious injury	For officers involved in a death or serious injury and use of BWV, refer to the Post Incident Procedure .

¹ [Mental Health Units \(Use of Force\) Act 2018](#).

Stealth mode (covert policing)	Use in specific circumstances with justification, and inform subjects that BWV is being used at the earliest practicable opportunity. Note that disabling and enabling of notifications (i.e. stealth mode) is captured on audit logs.
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5.4 Disclosure

The disclosure officer in an investigation is responsible for reviewing BWV footage with assistance from the owner of the BWV footage if required, and will consider the following:

- Is there any footage that is not relevant to the investigation which must be clipped out of the original footage?
- Is there any footage which is considered to be evidential which must be clipped and exhibited?
- Is there any footage identified as rebuttable presumption material (i.e. [first accounts provided by a witness](#)) which must be extracted and managed as evidence in accordance with [Redaction](#) principles?
- Is there any footage identified as being disclosable (i.e. material or information that may undermine the prosecution case or assist the case for the defence) which must be extracted and managed as evidence in accordance with [Redaction](#) principles?

Scheduling unused material

- Only include unused material on the M6 series that is 'relevant' to the investigation.
- If the relevant material contains personal information only (i.e. addresses, telephone numbers or email addresses), this can be redacted and listed on the MG6C.
- If the relevant material contains a mix of sensitive (as per CPIA 6.14) and non-sensitive information, this needs to be 'double scheduled' i.e. place a redacted entry on the MG6C and an unredacted entry on the MG6D.
- If the officer identifies material that is disclosable within the footage i.e. information provided as a result of house to house enquiries differs from the account provided by the victim, this will need to be listed on the MG6E and the MG6C or MG6D depending on the sensitivity.

Sending unused material to CPS

- CPS do not want or need unused material including BWV footage. CPS only require unused rebuttable presumption material and any material deemed to be disclosable (i.e. undermines the prosecution case or assists the defence).
- Where multiple BWV cameras capture the same content, it may be that only one set of footage needs to be provided, with the remainder listed on the unused material schedule. For further information, refer to [Attorney Generals Guidelines](#) paragraphs 86–92 ([AGGD 2024](#)).

5.5 Information management

- All digital images obtained for policing purposes should be treated in accordance with [APP management of police information](#), [APP Code of Practice on the Management of Police Information](#) and the [Data Protection Act 1998](#).
- Only search, access or view BWV material in line with GMP's [Information Security Policy and Procedure](#) and [Appropriate Use of Electronic Communications and Information Systems Procedure](#).
- All actions on the BWV system are audited.

Providing copies to the defence

- BWV material should be disclosed to the defence in the same way as other case exhibits.

Sharing BWV material with other agencies and the media

- Share BWV material with other agencies and the media in accordance with GMP's [Information Security Policy and Procedure](#). Once the decision has been made to release material, inform the partner agency that they are responsible for its appropriate use and storage. For hard copy media, issue a letter outlining the partner's responsibilities and extent of permitted use.

Subject access requests

- This procedure will assist the data controller in identifying the correct footage when data subjects exercise their right to make a subject access request (SAR). It is also reasonable for the person making a SAR to assist a police force to retrieve relevant footage by, as far as practicable, identifying the officer and providing the location, date and time of the interaction.

6. Associated documents

[Child Protection Policy and Procedure](#)

[Data Protection Policy](#)

[Domestic Abuse Policy and Procedure](#)

[Firearms Policy and Guidance](#)

[NPCC BWV guidance](#)

[NPCC update BWV in courts](#)

[NPCC revised BWV guidance for domestic abuse, child abuse and rape and serious sexual offences cases](#)

[Retention and Disposal of Record Procedure](#)

[Royal College of Emergency Medicine Best Practice Guideline on BWV worn by police accompanying patients in the emergency department](#)

[Stop and Search Policy and Procedure](#)

[TASER \(Conducted Energy Device\) Procedure](#)

[Transporting a Detained Person Procedure](#)

[Use of Force Policy and Procedure](#)

7. Statutory compliance and consultation

7.1 Statutory compliance

7.1.1 Equality Act (2010)

Click [here](#) to view the equality impact assessment (EIA).

Date that Decision Maker reviewed the EIA	30/1/26
Summary of Decision Maker's discussions/considerations	<i>Approved.</i>

7.1.2 Data Protection Act (1998)

The Information Governance Unit (IGU) has assessed this procedure. The purpose of this procedure is compliant with the Data Protection Act 2018 and the processing of information outlined in this procedure has a clear lawful processing condition (law enforcement processing – Part 3 DPA 2018). It should be read in conjunction with GMP's Data Protection Policy and guidance issued on the Data Protection Intranet page. For more information on data protection, email DataProtection@gmp.police.uk

7.1.3 Freedom of Information Act

The Freedom of Information Act 2000 grants a general right of access to all types of recorded information held by public authorities, which may include digital images recorded by BWV. This document is classified as Official, some parts may be disclosed upon request and with prior approval from the author.

However, any requests for its disclosure will be assessed by the Information Access Unit (IAU), considering the harm of disclosure and its release into the public domain.

For more information on FOI, contact IAU at FreedomOfInformation@gmp.police.uk.

7.2 Consultation

Trade unions, staff associations, staff support networks and subject matter experts have been given the opportunity to review this procedure as part of the formal consultation process which was undertaken in August 2025. All feedback has been considered and incorporated where appropriate.

Body Worn Video (BWV)

Policy & Procedure

Greater Manchester Police

December 2022



POLICY & PROCEDURE IMPLEMENTED: 19 December 2022

REVIEW DATE: December 2023

POLICY & PROCEDURE OWNER: Criminal Justice and Custody Branch

APPROVED BY: Senior Command Team Weekly Business Meeting, 14 December 2022

PROTECTIVE MARKING: Official

IS THE POLICY & PROCEDURE?

☐ New

☒ Revised

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1. Policy Statement

Greater Manchester Police (GMP) and the Office of the Police and Crime Commissioner (OPCC) are committed to maximising the use of its resources to capture the best possible evidence. When used effectively, Body Worn Video (BWV) can promote public reassurance, capture best evidence, reduce harm and deter people from committing crime and anti-social behaviour. Use of BWV is mandated in certain circumstances. However, GMP encourages all officers and PCSOs to use BWV in any instances where one or more of these benefits will be gained.

Recordings made by BWV provide independent evidence that will improve the quality of prosecution material and may reduce the reliance on victim evidence, particularly those who may be vulnerable or reluctant to attend court. BWV may also impact on the professionalism of the service and assist in the continual development of our staff. Officers, trainers and supervisors can use the equipment to review and improve interactions and interventions.

1.1 Aims

This policy and procedure will ensure that **officers and PCSOs** comply with legislation and guidance to create evidence for use in court proceedings. It also stipulates the training required, use of the device, capture, retention of footage and how it will be shared. This will ensure maximum benefit from the use of BWV, ensuring 'best evidence' is secured and correctly retained in accordance with legislation, Force requirements and the Human Rights Act.

2. Scope

This policy and procedure applies to all **operational officers and police community support officers (PCSOs)** using BWV equipment. It covers the overt use of BWV equipment and subsequent management of the data obtained.

In the event of further roles being identified which may benefit from the provision of BWV, the Justice Working Group via the Criminal Justice and Custody Branch should be contacted on either

The rationale for the request should be given.

Whilst BWV may be used in public order situations, this document does not replace the policy and procedures for other users of visual recording equipment, such as that used by public order trained evidence gatherers (See Section 6 - Associated Documents for further details).

The use of BWV is mandated for domestic abuse/domestic violence incidents, stop and search, events, football matches, as well as Authorised Firearms Officers deployed to an authorised firearms incident. In addition, it can be used to record indecent images of children (IIOC), and child sexual exploitation (CSE). The use of BWV is not mandated for PCSOs but its use is encouraged in situations deemed appropriate or necessary by them in order to promote public reassurance, capture best evidence, reduce harm and deter people from committing crime and anti-social behaviour.

This policy and procedure must be read in conjunction with the [College of Policing Body Worn Video Guidance](#), GMP's [Data Protection Policy](#), [GMP's Disposal of Items Containing Personal Data](#).

Authorised firearms officers (AFOs) should also refer to the North-West Armed Policing Collaboration Standard Operating Procedure for the operational use of BWV.

3. Roles & Responsibilities

BWV operators

- You must ensure you have completed the training prior to using the cameras and software.
- You must read the College of Policing's Body Worn Video Guidance document.
- BWV is deployed as **personal issue** and is mandatory equipment which you must have with you before you parade on duty. You must deploy your own camera and not take one that is assigned to another person.
- Cameras must be docked in a BWV cradle at the end of the shift, to upload footage (if any) and recharge the battery.
- BWV recording is incident-specific – decide for each incident whether use of BWV is appropriate and make separate recordings for separate incidents.
- You must use the National Decision Model (NDM) and the Code of Ethics to ensure you make appropriate, proportionate decisions about the use and application of this equipment and policy and procedure.
- Report any malfunctions or losses to the district radio single point of contact (SPOC) before the end of the tour of duty when the loss or malfunction became apparent.

Radio SPOC

On receipt of a broken camera, you should re-issue a new one and assign the new device to the officer / PCSO on the BWV System. The broken one should be sent to Capita. This is the same process as for a broken radio.

4. Terms and Definitions

BWV (Body Worn Video)

The BWV equipment is generally a body mounted camera with built-in microphone. The camera stores digital files which, once recorded, cannot be deleted or amended by the operator. Each digital file carries a unique identifier and is time and date stamped throughout.

Buffer

GMP's BWV cameras will operate a rolling 30-second buffer in standby-by mode. When recording mode is started, the camera will add the 30 second buffer to the start of the recording. The 30-second buffer period will be video only and will not include audio.

5. Procedure

There are seven principles for the use of BWV which underpin Force policy. These are:

1. The use of body worn video, by the police, is lawful.

Common law provides the police with the authority to use BWV in the lawful execution of their duties, for the purpose of the prevention and detection of crime.

2. Data will be processed and managed in line with the Code of Practice on the Management of Police Information, APP on Information Management and the principles of the Data Protection Act 1998.

Data retention, review and disposal must be in line with relevant legislation and current guidance. Users must be able to ensure the integrity of data throughout the process.

3. The normal use of body worn video will be overt.

Chief officers must ensure that the capabilities of BWV equipment are clear to the public. This includes its ability to capture audio as well as visual imagery.

(BWV may be used by police officers in covert policing, subject to the relevant authorities).

BWV cameras are designed to operate with notifications (i.e. lights, beeps and vibrations) so that officers, PCSOs and the public are aware that a camera is present and may be recording audio and images. When deploying to a firearms incident, authorised firearms officers (AFO) are permitted to disable notifications for the duration of the specific incident. However, this does not negate the requirement to inform subjects that images and sound are being recorded using BWV at the earliest practicable opportunity. The disabling and enabling of notifications is captured by audit logs in the BWV system. All other use of BWV, including that by AFOs, must take place with notifications enabled.

4. The operational use of body worn video must be proportionate, legitimate and necessary.

Continuous non-specific recording is not permitted. **Police officers and PCSOs** must use the National Decision Model (NDM) and Code of Ethics to ensure that they make appropriate and proportionate decisions around when to use BWV. When arriving at the part of the NDM which requires them to consider powers, policy and legislation, they should pay particular attention to the Human Rights Act 1998 (HRA), Data Protection Act 1998 (DPA) and Surveillance Camera Code of Practice.

Because continuous, non-specific recording is not permitted, a rolling buffer is allowed to enable capture of context i.e. the immediate lead-up to activation of camera recording. GMP cameras will be configured with a rolling buffer of 30 seconds of video (not audio). Video will therefore be continually captured and discarded on a rolling 30-second basis until the wearer has specifically activated recording mode, at which point audio recording will commence.

5. Use of body worn video will be incident specific. Officers and PCSOs will use common sense and sound judgement underpinned by training and guidance when using body worn video, in support of the principles of best evidence.

Police officers and PCSOs are required to justify their use of BWV. However, use is encouraged for all officers as outlined in Section 1 above. Limitations and exceptions are covered in this document.

6. Body-worn video does not replace conventional forms of evidence gathering (such as written statements and Police and Criminal Evidence Act 1984 (PACE) interviews); it supports them.

Police officers and PCSOs will continue to follow current practices for achieving best evidence.

7. Consultation locally with communities on the use of body worn video.

GMP has undertaken engagement with communities as an essential part in its introduction of BWV including completion of a communication and consultation programme with the following bodies:

Police and Crime Commissioner consultation – April 2013 to current

Questionnaire – Officers and members of the public - July 2014

Ethics Committee - September 2014 to current

More in-depth information can be found in the [College of Policing's Body Worn Video Guidance document](#).

5.1 Initiating Recording

At the start of each tour of duty (and for the duration), the camera must be placed into 'standby' mode. When a recording needs to be made, the camera must be then turned onto 'record' mode.

On attending an incident where the **police officer or PCSO** believes the activation of BWV is necessary, the user should, where practicable, make a verbal announcement to indicate why the recording has been activated. If possible, this should include:

- Date, time and location.
- Confirmation, where practicable, to those present that the incident is now being recorded using both video and audio.

If the recording has commenced prior to arrival at the scene of an incident, the user should, as soon as is practicable, announce to those persons present at the incident that recording is taking place and that actions and sounds are being recorded. Specific words for this announcement have not been prescribed, but users should use straightforward speech that can be easily understood by those present, such as:

"I am wearing a body worn video camera which is recording what we say and do"

When attending an incident, the normal process is to start recording before engaging and stop recording after engagement has finished e.g. start recording before knocking on the door and stop recording after you leave the premises.

The camera should be switched on when footage might support 'professional observation' or would corroborate what would be written in a pocket notebook.

The decision to record or not to record any incident remains at all times with the user. However, if it not appropriate to record, the reason(s) should be entered in your pocket notebook (PNB), as failure to record incidents that are of evidential value may require an explanation in court.

It is evidentially important to record as much of an incident as possible. Therefore, recording should begin at the earliest opportunity.

If you need to stop recording during an incident, state the reason(s) for doing so, and similarly if you subsequently restart recording.

Individuals may request that BWV recording is turned off – in many situations recording should continue to fulfil the legitimate policing purpose. However, use your discretion and professional judgement based on the NDM and Code of Ethics. Whatever your decision, state your reason(s) while the camera is still recording before it is switched off.

If a member of the public requests that their interaction with you is recorded (i.e. stop search) then unless there are clear reasons to do otherwise, recording should take place.

When recording in areas where individuals would have a strong expectation of privacy, clear justification is required.

Users should also exercise care in using BWV where it may cause serious offence e.g. during religious worship.

Users should restrict recording to areas and persons necessary to obtain evidence and intelligence relevant to the incident and should attempt to minimise collateral intrusion to those not involved.

5.2 Recording Stop and Search

GMP has mandated that BWV is used by police officers to record every stop and search encounter as these involve powers that can have a potentially negative impact on some community relations. All stop and search encounters must be recorded unless the search would expose intimate parts of the body.

A video recording does not replace the need for compliance with GMP's [Stop and Search Policy](#).

When using BWV to record stop and searches, users should remember:

- A video recording does not replace the need for a written record of the search. A stop search form is to be completed by the user and given to the person stopped or searched at the time or within the specified time period.
- Persons searched are not obliged to give their name, address or date of birth to the officer conducting the search.

There is no specific power within PACE to take a photograph or video image of a person during a stop and search, but such action is not explicitly prohibited (subject to the exclusion in 5.1 above).

If a stop and search does not result in any evidence of criminal conduct, any non-evidential material must be retained for 90 days, and then destroyed in accordance with the [Retention and Disposal of Policing Records Policy](#).

All stop search recordings must be tagged regardless of whether you decide to mark the footage as 'evidential' or 'pending'. If you have recorded such an incident, you must add the letters 'SS' to the Tags section in the media player screen as appropriate. Stop search recordings will be retained for 12 months to assist in lay observation. There may be occasions when lay observation of BWV is undertaken to gain community feedback and subsequently support any potential organisational learning.

PCSOs do not have stop search powers designated. If they are present with a police officer during a stop search, they may wish to use their judgement as to whether it is appropriate to activate their BWV.

5.3 Recording a Scene Review

An additional use of BWV is to record the location of objects and evidence at the scene of a crime or incident. This can be particularly beneficial in allowing investigating officers an opportunity to review scenes of serious crime, or in effectively recording the position of vehicles and debris at the scene of a serious road traffic collision.

Reviewing a scene should be treated as an evidential recording, and where possible, the officer should provide a running commentary of factual information to assist later viewers.

In keeping with standard practice at the scene of an incident that is deemed suspicious or likely to require investigation, the BWV user should always ensure minimal disruption to the scene. Additionally, all personnel should be required to withdraw from the scene so that it can be contained and secured until the appropriate resources (for example, crime scene investigators) are able to investigate. BWV can provide a valuable supplementary overview but does not replace the need for specialist services and equipment.

When planning the execution of a search warrant or similar operation, some consideration should be given to how many BWV users will be present and to how many (or which of them) will record specific elements of the operation. Evidentially and for the purposes of continuity, all officers equipped with BWV and engaged in a search should ensure that their BWV equipment is switched on and recording prior to entering the premises and remains so during the entire searching process. PCSOs do not have search powers designated. If they are present with a police officer during a search, they may wish to use their judgement as to whether it is appropriate to activate their BWV at the scene.

5.4 Recording in Private Dwellings

Under normal circumstances, police officers and PCSOs should not use BWV in private dwellings. However, if a user is present at an incident in a private dwelling for a genuine policing purpose, they are entitled to make a BWV recording in the same way as they would record any other incident.

Police officers and PCSOs should use the NDM and the Code of Ethics to assist them in reaching a justifiable and proportionate decision about whether recording in a home is necessary. When considering relevant legislation and powers, special consideration must be given to Article 8 of the Human Rights Act 1998; individuals have a right to respect for private and family life. Using BWV in a dwelling is always likely to be intrusive, especially during times of day when occupants are likely to be in bed. Users should, therefore, exercise discretion and record only when it is relevant to the incident and necessary for gathering evidence, where other reasonable means of doing so are not available. All recordings require a lawful basis to justify infringing Article 8.

If an occupant of the premises objects to the recording taking place, but an incident is ongoing or allegations of a criminal nature are being made, users should continue recording but explain their reasons for doing so.

If, during the course of the recording, it becomes clear that the incident is not a police matter (e.g. not an allegation of a suspected or potential offence) and as such, would not have been the subject of an entry in a user's pocket notebook, the user should cease recording. The user should also make a verbal announcement that the recording is being stopped, prior to stopping the video. If it is deemed appropriate, the user may wish to announce that if any incident begins while they are still present recording will resume immediately.

5.5 Recording Victim or Witness First Accounts

BWV may be used to capture the first account of victims and/or witnesses at an incident. However, it should not always be used to capture the first account in cases that do not require an immediate response. Users should seek permission prior to recording victims and/or witnesses of serious crime, or involving children or vulnerable adults, who may be eligible for special measures.

The first account is principally about determining any action that is immediately necessary. Officers should only ask such questions as necessary to:

- Establish if an offence has been committed
- Establish where it occurred and who was responsible
- Assess the current risk to the victim(s) and witness(es)
- Identify and prioritise areas of the investigation.

Such recordings do not replace the need for formal written statements from victims or witnesses, but they can be used as supporting evidence. They may also be considered as hearsay evidence, where appropriate, and used in accordance with the provisions of the Criminal Justice Act 2003, particularly in domestic abuse cases.

In situations where there are multiple witnesses, users should, wherever practicable, keep witnesses physically separate to avoid contaminating descriptions or other evidence. Users should separate BWV recordings of multiple witnesses using the bookmarking process.

When users are dealing with a vulnerable adult or a child (a person under 18) as a witness or victim, the initial contact/meeting should not be recorded on BWV without obtaining permission. This evidence would be subject to disclosure and available to the defence, which is contrary to the witness's or victim's entitlement to opt out of being visually recorded and having their identity masked by a screen when providing evidence at court.

BWV may be used when dealing with priority victims (victims of most serious crime, persistently targeted victims and vulnerable or intimidated witnesses) with their consent. Users should only ask questions to help ascertain if a criminal offence has taken place, where it occurred, who is responsible and to ensure the victim is safe.

BWV must not be used to record investigative interviews or interviews under caution. Digital Interview Recording (DIR) or mobile DIR must always be used in these situations.

5.6 Recording Incidents of Domestic Abuse

GMP has mandated that BWV is used to capture images following reports of domestic abuse, except in exceptional circumstances (exceptional circumstances should be recorded by the officer in their pocket notebook along with the rationale). This should include using BWV to capture the DASH risk assessment process, except in exceptional circumstances (as above, exceptional circumstances should be recorded by the officer).

BWV can be beneficial when used to capture images following reports of domestic abuse. Such reports may include alleged assaults, criminal damage, or incidents which contribute to a pattern of

coercion and control. The recording provides an immediate and exact record of the disturbance throughout the scene and the emotional effect on the victim and their family or other immediate witnesses.

Using BWV in such instances can significantly strengthen a prosecution case, drawing attention to the true extent of the offending. The recording can provide evidence that supports grounds for an arrest and, where a victim or witness is reluctant to provide a written complaint, it may also be useful in determining when to proceed with a case without the victim's support. Such images may strengthen a case even further by changing the mind of an initially reluctant or hostile victim, so that they agree to support a prosecution. Victims of domestic abuse tend to diminish the impact of the incident as time passes. The initial use of BWV can capture immediate emotions and reactions.

In instances where allegations of assault are made and officers observe no injuries or other evidence of note, users should be aware that injuries such as bruising may take time to show and so BWV may not record the whole picture.

BWV users should gather all evidence of actual domestic abuse or of any encounter where they believe such abuse may occur, remembering that all recordings must be justifiable and proportionate. Evidence captured by BWV can support other sources of evidence in the case, in addition to the victim's account.

BWV users should be aware that recordings made at non-crime domestic abuse incidents may have significance in future prosecutions. BWV users attending such incidents must consider any risk factors that they subsequently record in the DASH form (Domestic Abuse, Stalking and Honour-Based-Violence) and, where appropriate, any history of incidents involving the victim which might support that they are being subjected to any form of abuse.

Where such a history exists or where risk factors are present, users should consider treating the recording as evidential material so that it can be retained to support victims and their children in possible future prosecutions, or to assist in other proceedings such as applications for non-molestation orders or restraining orders. There may be occasions when you have BWV footage that is not being used for any form of prosecution but could be used to support another action, for example, to support the decision making process in whether to grant a domestic violence prevention notice/order, to inform discussion and decisions at MARAC meetings, to support a multi-agency response to the 'voice of the child' in relation to domestic abuse child protection matters, or to support prison recall processes. In these circumstances, the footage should be marked as pending with the appropriate domestic abuse (DA) tag.

All domestic abuse incidents must be tagged regardless of whether you decide to mark the footage as 'evidential' or 'pending'. If you have recorded such an incident, you must add the letters 'DA' to the Tags section in the media player screen as appropriate.

PCSOs should not be deployed to deal with incidents of domestic abuse, other than to provide follow-up reassurance/advice to the victim. If they are in such a situation or are present with a police officer during a forced entry, they may wish to use their judgement as to whether it is appropriate to activate their BWV at the scene.

5.7 Recording Public Order Incidents

The GMP BWV [Privacy Impact Assessment \(Privacy issues and Risk Mitigation\)](#) includes considerations for collateral intrusion relevant to its use at public order incidents. This is to assist data controllers in evaluating whether the use of BWV is justifiable and works through compliance considerations in the context of public order policing.

For pre-planned public order operations, commanders should consider the public perceptions and community impact of BWV in public order deployments: the effect on others within the event, both in relation to collateral and crowd dynamics; the effect on perception before and during peaceful protest; and ultimately its impact on public confidence. You should provide specific briefings to officers on the use of BWV. BWV is mandatory at pre planned events and football matches.

BWV must not be deployed as a pseudo-Evidence Gathering Team (EGT) tactic.

BWV should only be used to capture an officer's personal interaction with another as per the national BWV guidance.

After activating the BWV, officers must give their name, rank and force number along with a rationale for switching the BWV on if practicable to do so, for example when delivering a 'five step appeal'. BWV should only be switched off once that interaction has concluded and where practicable, the officer should verbalise that the BWV is being switched off.

5.8 Recording Indecent Images of Children and Child Sexual Exploitation

BWV devices, along with mobile phones (work profile only), can be used to capture evidence involving IIOC and CSE where necessary for a legitimate policing purpose.

In accordance with NPCC guidance, officers should ensure that they can evidence that they took the recording for the purposes of the prevention, detection or investigation of crime, or for the purposes of criminal proceedings, and that they had a legitimate reason for distributing or showing the photographs or pseudo-photographs or having them in their possession.

IIOC and CSE material can be recorded in cases, for example, where:

- indecent images of children are viewed by an officer on social media, or
- an indecent image is visible on a suspect's computer during a warrant.

Capturing evidence in this way should not be used as an alternative for seizing exhibits, as this still provides the best forensic opportunities to obtain evidence.

Officers submitting BWV/mobile phone evidence should follow the process below:

Monday to Friday 07:00 – 21:00 and Saturday/Sunday 08:00 – 16:00

Before docking the camera, officers must telephone the Digital Investigation Unit (DIU)

Arrangements for docking the device, or attending DIU with the mobile phone, will be made and the footage locked down. Officers must also generate a High-Tech Crime Unit (HTCU) submission request via the systems portal.

Outside the above hours

If footage needs to be locked down outside of the above hours, officers should secure BWV without docking it until a member of the DIU is on duty. Alternatively, if other footage on the device is required (for example, if an offender is in custody and evidence is required for court the following morning), the device can be docked and officers must ensure an email is sent to

The officer must also generate a HTCU submission before the end of that tour of duty, detailing the date and time of the offence so it can be locked down and the images obtained.

5.9 Use of BWV in Reports of Rape or Serious Sexual Assault

Anonymity

There are times when audio and visual footage will assist in reported cases of rape. **However, anonymity for a victim is of paramount importance.**

There are instances, particularly with stranger or acquaintance rape, where the offence has taken place away from the victim's home, but the victim later reports it from their own home. In these cases, the use of BWV could record details of part of the outside/inside of the victim's home which could lead to the disclosure of private information to the defence counsel.

In these cases, the officer must request advice from the senior investigating officer, with a view to the Imaging Unit removing the visual part of the footage but retaining the audio.

Conversely, if it is reported as a domestic rape, or where the parties are known to one another and/or the address is a crime scene, the use of BWV (both audio and visual) would be beneficial to the investigation.

Explicit and Informed Consent

The explicit and informed consent of victims of rape and serious sexual offences should be obtained before their initial accounts are recorded on BWV. Where the emotional or physical condition of a victim to a serious sexual offence is such that there is any doubt about their capacity to give informed consent, BWV should not be used.

Specially trained officers (STO) should still complete a written first account as this will assist the handover process to a detective and will also be needed at St Mary's when victims are taken for Sexual Assault Referral Central (SARC) examination.

5.10 Use of BWV in Mental Health Units

If a police officer attends a mental health unit to assist staff who work in that unit, BWV must be used continuously to record events where it is reasonably practicable. This follows a change in legislation (Mental Health Units (Use of Force) Act 2018).

A new category has been created on evidence.com (S12 Mental Health Unit). Any recordings made under this legislation should be added to this category.

However, where the use of BWV can be clearly identified as having a detrimental impact on the behaviour of a person subject to police intervention, consideration could be made to deactivating it and informing the person/s involved. Where clinical advice is received that the use of BWV is escalating the behaviour of a person then this should be a consideration in deactivating the recording.

Any decision to de-activate BWV must take into account guidance on the direction for use of BWV, particularly in terms of a legislative requirement or transparency where use of force is anticipated. Any decision to re-activate BWV should be documented for audit purposes.

5.11 Acute Behavioural Disturbance and BWV

If Acute Behavioural Disorder (ABD) is considered to be a factor at an incident, either due to information provided on the log, the subject's behaviour at the scene or there is a suggestion of ABD from any other person, then BWV must be used by all officers in attendance.

5.12 Objections to Recording

In principle, users are not required to obtain expressed consent of the person or persons being filmed.

If the subject of an encounter requests that the BWV be switched off, the user should advise the subject that:

- Any non-evidential material is retained for a maximum of 31 days only (in accordance with the DPA and MOPI).
- Access to the material is restricted and will only be accessed where there is a legitimate policing need - all actions within the digital evidence system are audited.
- Recorded material is police information and can be accessed on request in writing in accordance with the FOIA (unless an exemption applies) and is also accessible via a subject access request in accordance with the DPA. Disclosure will take place unless a relevant exemption applies. Access to other footage can be requested under the Freedom of Information Act.

It is then for the user to consider on a case-by-case basis whether to switch the BWV off. There should always be a tendency to record (within the confines of legislation) unless circumstances dictate otherwise. A police officer or PCSO who fails to record an incident will be required to justify their actions as vigorously as any officer who chooses to record a similar encounter. However, in all cases recording can only be justified when it is relevant to the incident and necessary to gather evidence.

If the user deems it necessary to turn off their BWV but events subsequently develop that require further investigation or proceedings, they should:

- Resume recording to capture any potential evidence
- Make the appropriate verbal announcements

- Record the circumstances in their pocket notebook (in the same way as they would for a partial recording).

5.13 Concluding a Recording

Police officers and PCSOs are advised to continue recording for a short period after the incident to clearly demonstrate to any subsequent viewer that the incident has concluded, and the user has resumed other duties or activities.

Recording may also be concluded when the officer attends another area, such as a custody centre, where other recording devices are able to take over the recording.

Prior to concluding recording, the user should make a verbal announcement to indicate the reason for ending the recording. This should state:

- Date, time and location
- Reason for concluding recording.

5.14 Recorded Evidence for use at Court

To prove the authenticity of recordings required as evidence in a trial at court, evidential continuity statements may be necessary. Such statements confirm that any securely stored master copy has not been tampered with in any way and must, therefore, include the following:

- Equipment serial number/identifying mark
- Day, date and time the user took possession of the equipment (time A)
- Day, date, time and location the user commenced recording (time B)
- Day, date, time and location the user concluded recording (time C)
- Day, date, time and location that the master copy was created and retained in secure storage (time D)
- If any other person had access to, or used the equipment, between times A, B or C and time D (if so, a statement will be required from that person).

To allow the recorded evidence to be presented in court, users must preserve the master copy as an exhibit.

Creation of exhibits must follow the [Home Office Digital Imaging Procedure](#).

5.15 Information Management

- All digital images obtained for policing purposes should be treated in accordance with [Authorised Professional Practice \(APP\) on Information Management](#), [APP Code of Practice on the Management of Police Information](#) (MOPI) and the [Data Protection Act 1998](#).
- All footage recorded to the BWV device should be uploaded at the end of the user's tour of duty. This can be carried out on any docking station throughout GMP.

- Only search, access or view BWV material in line with GMP's [Information Security Policy](#) and [Appropriate Use of Electronic Communications and Information Systems Procedure](#). All actions on the BWV system are audited.
- Users should not store evidence on removable storage cards/media.
- Police officers and PCSOs may view BWV footage within the digital evidence system when they have a justifiable policing need. This includes their own footage and that captured by other officers. Remember that all actions are audited, and you may be asked to justify the reason for your access.
- Where BWV material is used as evidence, it will be an exhibit. If it is unused, the disclosure regime applies, and the material must be disclosed on the relevant MG forms in a prosecution file.
- Where redaction has been necessary, it must be clear, both within GMP and when making BWV footage available to the CPS, which items are for disclosure to the defence, and which are not.
- BWV material may be used to review and enhance how incidents are dealt with, improving the professionalism of policing and providing a powerful tool for behavioural change and continuous improvement. It may be necessary to redact footage where appropriate.
- BWV material will be stored according to [GMP's Retention and Disposal of Policing Records](#).
- BWV may be marked on the BWV system as either 'evidential' (will be retained in line with MOPI guidelines) or 'pending' (will be retained for 90 days). Data uploaded and not categorised will be stored for 31 days. During that time, it is searchable and can be retrieved and marked as evidential. After this period, it will be automatically deleted.
- Footage and images will be stored on the system so they are retrievable and accessible for replay and viewing and kept in an environment that will not be detrimental to the quality or capacity for future viewing. They should be appropriately labelled and include information regarding review or disposal dates.

5.16 Providing Copies for the Defence

BWV material should be disclosed to the defence in the same manner as other case exhibits, although it may be provided electronically rather than on physical media such as DVDs. A suitable summary of the evidence will suffice as initial details of the prosecution case. It should only be necessary to provide copies to the defence in the case of actual or anticipated not guilty pleas. Local consultation should take place to ensure that while necessary information is provided as swiftly as possible, resources (both time and physical) are not wasted as a result of providing materials that will not be used.

It is important to ensure that copies to be served on the defence do not contain any sensitive information such as witness addresses. Users should produce an edited version of the footage and mark the copy as prepared for service on the defence.

5.17 Sharing BWV Material with other Agencies and the Media

Sharing BWV material with other agencies and the media must be in accordance with GMP's [Information Sharing Policy](#). Once the decision has been made to release material, the partner agency should be made aware that they are responsible for its appropriate use and storage. For hard copy media this may be done by writing a letter outlining the partner's responsibilities, including the extent of permitted use.

Users should transfer material in a secure manner and maintain continuity of evidence e.g. through a pocket notebook entry and exhibit label. Users must maintain an audit trail.

There may be occasions when lay observation of body worn video is undertaken to gain community feedback and support any potential organisational learning. Guidance has been developed to support staff in this process and should be followed in any lay observation activity. You can find the guidance, including the circumstances in which lay observation can be undertaken, by visiting the [BWV intranet page](#).

5.18 Training

All **police officers and PCSOs** using BWV will be required to complete the appropriate College Learn training package before using the cameras and BWV system. Additional information can be found on the [BWV intranet page](#).

5.19 Complaints against users of BWV

BWV will primarily be obtained and retained for criminal proceedings, but users should be aware that it may also be used in relation to complaints against police officers and staff. Where complaints about the conduct of BWV users are made, these may be investigated by Professional Standards Branch in accordance with current policies.

5.20 Subject Access Requests (SAR)

This policy and procedure will assist the data controller in identifying the correct footage when data subjects exercise their right to make a subject access request (SAR). It is also reasonable for the person making a SAR to assist a police force to retrieve relevant footage by, as far as practicable, identifying the officer and providing the location, date and time of the interaction. The requestor is not obliged to give a reason for making a SAR.

To ensure they are satisfied that they are supplying footage to the correct person in accordance with the Data Protection Act 1998 (DPA), the data controller may require a description or photograph of the requester. It is essential that data controllers have systems in place to support the efficient response to SARs, providing an effective response to the data subject and reducing the impact of multiple SARs which could have a significant demand and cost impact to the Force.

Police officers and PCSOs must:

- Be aware that people included in a BWV recording are entitled to obtain a copy via a subject access request and to explain that the footage may be deleted after 31 days

- Be able to explain the process for obtaining a copy of a SAR and direct them to the GMP website
- Be familiar with the published Force policy relating to the retention, review and disposal arrangements for this category of data.

Additional information can be found within the [Data Protection Policy](#)

6. Associated Documents

[NPCC Body Worn Video Guidance, October 2022](#)

NPCC Revised Guidance – The Use of Body Worn Video for Domestic Abuse, Child Abuse and Rape and Serious Sexual Offences cases

North-West Armed Policing Collaboration Standard Operating Procedure for the Operational Use of Body Worn Video (Restricted document)

[Public Order Evidence Gathering Teams Policy](#)

[Stop and Account/Search Policy](#)

[Supplying an Evidential Album to the Crown Prosecution Service](#)

7. Statutory Compliance & Consultation

7.1 Statutory Compliance

7.1.1 Equality Act (2010)

Users must exhibit sensitivity when using BWV in places of worship and other religious areas. If BWV is used in hospitals or places where people may be in vulnerable situations or in various stages of undress, care must be exercised that footage is appropriately recorded.

7.1.2 Data Protection Act (1998)

The Information Compliance & Records Management Unit (ICRMU) has assessed this policy and procedure. The purpose of this procedure is compliant with the Data Protection Act 2018 and the processing of information outlined in this procedure has a clear lawful processing condition (law enforcement processing – Part 3 DPA 2018). It should be read in conjunction with GMP's Data Protection Policy and guidance issued on the Data Protection Intranet page.

For more information on Data Protection please contact the ICRMU at DataProtection@gmp.police.uk

7.1.3 Freedom of Information Act (2000)

The Freedom of Information Act 2000 (FOIA) grants a general right of access to all types of recorded information held by public authorities, which may include digital images recorded by BWV. This document is classified as Official, some parts may be disclosed upon request and with prior approval from the author.

However, any requests for its disclosure will be assessed by the Information Compliance and Records Management Unit, considering the harm of disclosure and its release into the public domain.

For more information on FOI, please contact ICRMU at FreedomOfInformation@gmp.police.uk

7.2 Consultation

Department	Comments
Trade unions - UNISON, GMB	Feedback received and actioned in relation to the current College Learn training package for BWV and its relevance to police officers only in places, and option to request a contract change.
All PCSOs	Formal contract change requested by a number of PCSOs.
Health & Safety Unit	PCSO health & safety risk assessment updated.

Information Compliance & Record Management Unit - ICRMU	Data Protection & FOI risk assessment complete and document updated (Sept 2022). Section 5.2 stop and search updated – retention and disposal requirements.
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8. Appendices

Not applicable.