



## Body Worn Camera used by Civil Enforcement Officers

### Who we are.

Parking Services undertake the enforcement of parking and traffic restrictions in the city.

Employees using the Body Worn Camera (BWC) will be our own Civil Enforcement Officers (CEO), the device forms part of their Personal Protective Equipment and is provided solely for Health & Safety purposes. The devices will only be recording when they are faced with a threatening situation or there is potential of aggression by a member of the public while carrying out their duties. Access to this information is strictly controlled and may only be accessed by authorised managers.

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

### What data do we need to collect and use?

We collect any facial or visual images of the individuals that are being recorded. The body worn cameras also records audio, so all voices of the individuals and the CEO are captured. When a CEO activates the body worn camera they will, where possible, verbally inform you that the camera has been activated and you are now being recorded. The CEO has no access to any recordings on the body worn camera only authorised personal can upload and review the recordings.

### How do we use your personal information?

The recorded images may be used for:

- Health & Safety purposes
- To aid investigations or prosecutions
- To provide additional training to the CEO involved in the incident.

### Who else might we share your personal information with?

Sometimes we may need to share the recordings with the police to aid an investigation or prosecution, but we will only do so where we have a valid legal basis to share data. We will only share

# Privacy Notice Bristol City Council



the minimum information for each circumstance. We may share some of your personal information with one or more of the following:

- Avon and Somerset Police
- Other police forces
- The Health and Safety executive.

## What is the legal basis for our use of your personal information?

The use of BWC's can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward Parking Services staff and providing evidence to support Police investigations. They are to help in the prevention of crime.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Bristol City Council. The official authority is provided to the council by its designation as a Highway Authority and enables it to take enforcement action under the Traffic Management Act 2004 and Transport Act 2000. The use of BWC protects the Council's staff in the performance of their duties and helps the Council meet its obligations under the Health & Safety at Work Act 1974.

## How long we will keep your personal information?

For Incidents which do not lead to a police referral, the recording will be retained for up to 31 days then automatically deleted.

Where a Police referral is made, BCC will keep all retained data until all investigations have been completed or a prosecution has taken place. If the Police have taken possession of the footage, they become the 'data controller' and any copy footage held by the Council will be deleted.

## Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

Full details about your rights can be found in our [main privacy notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) who will be able to send a hard copy.

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk) or by writing to our data protection officer at:

# Privacy Notice Bristol City Council



Data Protection Officer  
Information Governance  
Bristol City Council  
City Hall  
PO Box 3399  
Bristol  
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: <https://ico.org.uk/>

Next annual review date: 01 Jul 25

Version number for this privacy notice: V1.1 CEO Body Worn Cameras - 06 June 24