



**SWANSEA CITY ASSOCIATION FOOTBALL
CLUB LIMITED**

Drafted in partnership with Swansea Stadium Management Company

BODY WORN VIDEO POLICY

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Document History

Revision History

The latest revision can be found at the top of the list

Revision Date	Author	Version	Summary of Changes
September 2017	Rebeca Storer	V1.1	Final Draft
July 2017	Rebeca Storer	V1.0	First Draft

Approvals

This document requires the following approvals:

Name	Version	Date of Approval
SCAFC – Leigh Dineen	V1.1	26 SEPTEMBER 2017
SSMC - ANDREW DAVIES	V1.1	27 SEPTEMBER 2017

1. INTRODUCTION

- 1.1. This document sets out Swansea City Association Football Club Limited's (Swansea City AFC) policy and procedural guidelines for the use of body worn video by Nominated Stewards within the Liberty Stadium. It will enable Nominated Stewards to comply with the relevant legislation relating to video recording and outline the associated benefits to the Club and the general public. It also documents best practice procedures with regard to integrity of data images and video as well as its security and use.
- 1.2. The Nominated Stewards will be those nominated from the pool of stewards employed by Swansea Stadium Management Company (SSMC). SSMC manage the day to day operations of the Liberty Stadium.
- 1.3. The use of body worn video by Nominated Stewards within the Club is to act as a deterrent to acts of aggression, verbal or physical abuse, violence or health and safety incidents as well as to provide evidence to support internal and Police investigations.
- 1.4. Body worn video will be used in an overt manner and Nominated Stewards will give clear warnings to members of the public that video and/or audio recordings may be taken of them and used as evidence by the Club/Police if necessary.

2. LEGISLATION

- 2.1. The integrity of any video data recorded will be considered in accordance with the following legislation and statutory guidance:

- Data Protection Act 1998
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Equality Act 2010
- Home Office Surveillance Camera Code of Practice
- Information Commissioners Code of Practice

2.2. Data Protection Act 1998

The Information Commissioner's Office is the regulator for this Act and has given guidance with regard to Nominated Stewards use of body-worn video equipment. This legislation regulates the processing of "personal data" and "sensitive personal data" whether processed on computer, CCTV, still camera or any other media.

Any recorded image that is aimed at or may identify a particular person is described as "personal data" and covered by this Act and will include images and audio captured using body-worn video. The use of body-worn video in this guidance is "overt use" meaning that equipment is not to be worn or used in a hidden or covert manner.

Where an individual asks to view footage, this is called a "subject access request". The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

2.3. Human Rights Act 1998

Article 6 provides for the right to a fair trial. All images captured through the use of a body-worn device have the potential for use in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.

Article 8 concerns the right for private and family life, home and correspondence. Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of body-worn video should not record beyond what is necessary when recording a confrontational situation.

The Club will ensure that the use of body-worn video by its Nominated Stewards is widely advertised prior to commencement. The Club will use adequate signage within the Liberty Stadium to publicise the use of body-worn video.

The Club will further ensure that the use of body-worn video is emphasised by Nominated Stewards wearing it in a prominent position (normally on their chest) and that it's forward facing display is visible to anyone being recorded. Additionally, Nominated Stewards will wear identification that it is a video device and make a verbal announcement, where practicable, prior to commencement of any recording.

2.4. Equality Act 2010

The Equality Act provides a legislative framework to protect the rights of individuals and advance equality of opportunity for all.

The Club will ensure that use of the body-worn video will not discriminate against, victimize or harass any individual or group.

2.5. Protection of Freedoms Act 2012

Part 2 of the Act creates new regulation for, and instructs the Secretary of State to prepare, a code of practice towards CCTV and automatic number plate recognition.

Chapter 1 gives the full regulatory legislation of CCTV and other surveillance camera technology which relates to a code of practice and interpretations.

2.6. Home Office Surveillance Camera Code of Practice

The integrity of any video data recorded will be considered in accordance with this Statutory Guidance.

The Home Office is the regulator for this guidance with regard to Nominated Stewards use of body-worn video. This guidance is centred around "12 Guiding Principles" which Swansea City AFC will adopt and adhere to at all times.

2.7. Information Commissioners Code of Practice

The Information Commissioners Code of Practice is the Statutory Guidance issued that runs in conjunction with the Surveillance Code of Practice issued with regard to Nominated Stewards use of body-worn video.

3. LIBERTY STADIUM OPERATIONAL GUIDANCE AND BEST PRACTICE

3.1. Training

All Nominated Stewards will receive full training in the use of body-worn video. This training will include practical use of equipment, on site operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.

3.2 Daily Use

Body-worn video will only be used in the event that a Nominated Stewards become aware that there is potential for a situation to arise resulting in aggression, verbal or physical abuse, violence, health and safety issues, discrimination or breach of ground regulations, conditions of issue or conditions of entry.

Whenever practicably possible, recordings will not commence until the Nominated Steward has issued a verbal warning of their intention to turn on the body-worn video. The body-worn video will be operational when the green dash shows, as displayed below:



All recordings will be held within a specifically designed controlled and secure database. Access to recordings will be restricted to authorised personnel.

3.3 Start of Shift Procedure

All Nominated Stewards will be issued with their own body-worn video. At the commencement of each shift the Nominated Steward will ensure that the unit is fully functioning and that it has been cleared of all previous recordings.

The check will also include verifying that the unit is fully charged and that the date and time displayed is correct.

3.4 Recording

Recording must be incident specific. Nominated Stewards must not indiscriminately record entire duties and must only use recording to capture video and audio at specific incidents.

For the purposes of this guidance an "incident" is defined as:

"an instance of something happening, an event or occurrence, causing disturbance at the Liberty Stadium"

At the commencement of any recording the Nominated Steward should, where practicable, make a verbal announcement to indicate why recording has been activated and where possible this should include the date, time and location together with confirmation that the incident is being recorded using video and audio.

The purpose of issuing a verbal warning is to allow a member of the public to modify what would otherwise be regarded as unacceptable confrontational or aggressive and threatening behaviour. If at any time during an incident the Nominated Steward considers that the use of body-worn video or the issuing of a verbal warning is likely to inflame a confrontational situation the Nominated Steward may use discretion to disengage from further discussion and withdraw from the incident.

A standard specific form of words to be used in any warning to a member of the public has not been prescribed, but Nominated Stewards should use straightforward speech that can be easily understood by those present such as:

"I would like to inform you that I will be recording this conversation".

3.5 Playback

Nominated Stewards will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of a Police Officer attending the incident or as part of the Stadium Security, Premier League or Independent Football Ombudsman investigations.

Any request to view captured video by a member of the public will need to be made in writing to Swansea City Association Football Club Limited in line with the "Subject Access Procedure". Evidence of identity prior to viewing must also be provided.

3.6 End of Shift

Nominated Stewards should ensure that the body-worn video cameras are returned to the Security Manager at the end of their shift.

The Security Manager will then upload any recorded video footage to the Pinnacle Response Digital Evidence Management System, ensure it is correctly bookmarked and that any incident reports have been completed.

In the absence of the Security Manager it will be the Nominated Stewards responsibility to ensure that their body-worn video is placed on charge at the end of their shift.

3.7 Storage of Data

All recorded footage will be uploaded to the body-worn video software by the Security Manager on duty as detailed in clause 3.6 above.

For incidents where the Police have not been in attendance the Security Manager will review the recording and a decision made on whether referral to the Police is appropriate.

The Pinnacle Response Digital Evidence Management System will ensure that any video recordings are stored securely.

All retained data will be kept until all investigations have been completed or prosecution has taken place before deletion. All data not required for evidential purposes will be deleted after upload as part of the software's standard filing and deletion set up. Data will only be kept for a period of 31 days; thereafter it will be deleted, if it does not form part of an investigation.

3.8 Transfer of Data

Any data requested by the Police as part of their investigation will be burnt to disc, labelled as an official exhibit and handed to them. Once in their possession the disc will fall under the Police policy and guidelines for Data Protection.

Details of this process and any relevant information i.e., PC name or collar number, date, time etc. will be logged within the video software so there is a full audit trail.

3.9 Authorised Personnel

Operations Manager: Matthew Daniel

Security Manager: Mike Ash

IT: Jonathan Jones

Nominated Stewards: 4 Teams

4 FAILURE TO COMPLY WITH THIS POLICY

Failure to comply with this Policy may result in disciplinary action being taken by SSMC in accordance with their Disciplinary Procedure.

5 REQUEST TO VIEW DATA AND COMPLAINTS

4.1 Subject Access Request

All data not required for evidential purposes will be deleted after 31 days. However, the Data Protection Act gives individuals the right to be told what personal information Swansea City AFC or SSMC holds about them and to receive a copy of that information. Any application to view data is covered by Swansea City AFC's "Subject Access Request" Procedure. Requests must be made in writing and sent to legal@swanseacity.com.

4.2 Complaints

Any complaints or queries received from members of the public arising from the use of body-worn video should be directed to Lucy Norman, Customer Services Manager:

Email: lucynorman@swanseacity.com

Telephone: 01792 616634

Members of the public may also be directed to the Information Commissioner's Office website at <https://ico.org.uk>.