



## Video & Audio Recording Policy

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*It's all about you.*

<b>Policy</b>	<b>Video and Audio Recording Policy</b>
<b>Purpose</b>	This Policy is designed to provide guidance for managers and colleagues on the law surrounding video and audio recording and dash cams.
<b>Reviewed</b>	June 2021
<b>Owner</b>	Commercial Directorate

### Principles

- Our aim is to ensure that all colleagues understand the law surrounding video and audio recording.
- The Video & Audio Recording Policy below complies with the statutory guidelines and is non contractual.
- All our guidelines are underpinned by our company values.

Please note our policy concerning dash cams and other recording devices fitted to vehicles. Under data protection regulations we are required to protect the identity of customer vehicles whilst under our care. We will as a matter of course disconnect all devices when commencing any work or road tests.

### The Law

The use of CCTV is covered by a number of Acts of Parliament. However, most of these are designed to regulate the use of CCTV by the Government and public bodies. The main act to cover private use of CCTV is the Data Protection Act 1998 (DPA). This provides general principles that govern the collection and use of data, including CCTV Footage.

All personal data must be collected and processed in line with the DPA and the principles established under it. The collection must be:

- Fair and lawful;
- For a legitimate and define purpose; and
- Retained only as long as reasonably required.

As the controller of any system would have to comply with DPA, the Information Commissioners Office has produced a code of practice for surveillance cameras and personal information code of conduct.

#### Fair and Lawful

Consent is needed before any person can be recorded. Where this recording is carried out in a public place then such consent can be implied. This will not apply where any filming is carried out in an area where privacy can be expected, such as a workshop with no viewing area open to the public. For any recording to fully comply with the law then the car owner would have to post clear signs on the vehicle.

#### Concerns

In the event that you have any concerns, you first in the first instance raise them with your manager.