



PS 081 Use of Audio / Visual Equipment Policy

November 2006

Version 1.2

Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

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Aims and objectives of the policy

Information is a key force resource and needs to be protected from disclosure by unauthorised means.

This policy addresses the risks associated with the use of camera phones/cameras and any other audio-visual equipment that could be used to record sensitive information or conversations.

Policy statement

It is the policy of Nottinghamshire Police to restrict the use of audio-visual equipment within the non-public areas of Nottinghamshire Police Force's accommodation.

In general, the use of cameras, camera phones or camcorders for taking photographs or videos within these areas is strictly prohibited.

However, photographs may be taken in an emergency, (e.g. to record health and safety incidents or capturing circumstances where evidence may otherwise be lost), but these must be declared to line management and deleted from the equipment, at the earliest opportunity. Recordings from personal equipment are only to be downloaded to the Force network by TSU.

Only Force issued equipment may be connected directly to the Force network, where authorised by INS, for downloading business related data.

It is recommended that Force issued mobile phones, where possible, are not to have a camera feature unless it is identified as being a business requirement of the holder. The recording of any other person(s) conversation without their knowledge and consent is prohibited, unless carried out by an authorised person as part of a legitimate practice or procedure.

In highly sensitive or restricted areas, audio/visual equipment may need to be declared and deposited before entry, such areas will be suitably signed and secure deposit boxes provided. Failure to comply with the above instructions may result in action being taken against the individual.