

Policy on Recording devices in University fleet vehicles (Dashcams)

Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
June 2026	Submission to Compliance Committee for approval	

Policy Officer	Senior Responsible Officer	Approved By	Date
Director of Campus Services	Director of Student and Academic Services	Compliance Task Group	XX June 2026

This Policy will be reviewed in 3 years

POLICY ON RECORDING DEVICES IN UNIVERSITY FLEET VEHICLES

1. Introduction

This policy sets out the rationale for, and the acceptable use of vehicle borne recording devices in University fleet vehicles, driven by members of staff at Bangor University.

In-vehicle video and audio recording (commonly known as “dashcams”) devices are relatively common in private vehicles and used by many public and private agencies to provide evidential quality audio and video footage following incidents involving fleet vehicles, which could be collisions, accidents, reports of poor driving behaviour or staff misconduct.

In car recording devices provide a visible reminder to adhere to relevant policies related to driving standards. Dashcams will also “protect” staff members from the actions of other road users, and may provide evidence in the resolution of any internal, criminal or insurance related investigations.

2. Use of Dashcams

At Bangor University, incidents captured by dashcams would normally fall into one of the following categories:

- a) Any incident involving the collision (or near miss) of a University vehicle with another road user or a physical object.
- b) A report of bad driving, poor roadcraft or similar raised by University staff, students or the public
- c) an incident which is not driving or road related, but is captured by the vehicle dashcam by virtue of the vehicle location.

3. Related University Policies

The following University Policies and Procedures should be read in conjunction with this Policy.

- Data Protection Policy
- Driver and Vehicle safety policy
- CCTV Code of Practice

4. Procedures: Dashcams

a) Training

All relevant members of staff will be informed that dashcams will be placed in vehicles, and will record both sound and video. Staff will be informed of this policy and the practical applications for the use of any recorded footage.

A check will be performed to ensure all drivers have completed the University mandatory data protection and information security training.

Training will be refreshed as necessary when there are relevant changes to legislation, best practice, and guidance, or at the request of the Director of Campus Services, or the Security and Response Manager.

b) Daily Use

- i. Dashcam devices will be displayed prominently in vehicles and be clearly identifiable to all parties.
- ii. A sticker or similar will be displayed both within and upon the exterior of the vehicle to indicate that video recording is in operation.
- iii. Recording will be automatic and initiated by the vehicle ignition.
- iv. Depending on vehicle configuration and/or any existing inbuilt systems, dashcams will be at a minimum front facing, but may also be installed with a rear, side, or internal facing camera.
- v. Recording will be continuous but will not routinely be reviewed.
- vi. Storage may be on-device, or on-vehicle depending on vehicle configuration, but will not generally be accessible to staff
- vii. All devices will protected from tampering via digital passcode or physical mechanism
- viii. General users (drivers) will not be permitted to playback, edit or delete recordings, or connect to devices via apps.
- ix. Access to recordings will be restricted to authorised senior staff and will only shared in line with the University's Data Protection Policy. For the avoidance of doubt the only staff with access¹ to the recordings shall be:
 - Head of Legal Services
 - Director of the relevant department
 - Director of Campus Services
 - Head of Facilities (Fleet Manager)
 - Security Manager

c) Start of Shift Procedure

At the commencement of each shift, the driver is responsible for checking that the unit is fully functioning as part of the standard "driver checklist".

d) Playback or Access Request

¹ Recording may be released to other authoritative bodies or persons, such as the Police, in accordance with the University Data Protection Policy and applicable legislation.

- i. Reviewing of incidents should only be undertaken following the receipt of an incident report, which should confirm that a recording was made and is available to supplement the written report.
- ii. Access to the footage will be made via one of the authorised staff members with any downloaded footage stored securely in line with the University data protection policy.
- iii. Any request to view captured video by the subject(s) of the video, will need to follow the agreed procedure for accessing information, outlined in the University's Data Protection Policy and will be undertaken in liaison with the Governance Office.

e) Retention as Evidence

Recordings categorised as evidence should be retained according to the University's Records & Data Retention Schedule and Records Management Policy. The majority of 'downloaded' recordings will be deleted 6 years after the closure of any University or law enforcement case. Any non-evidential recorded material will be retained for a maximum of 1 calendar month unless otherwise requested or authorised by either the Director of Campus Services, the Head of Legal Services, or at the request of the Police or other law enforcement agency.