



## **Policy on use of Dash Cams (Environmental Inspectors/Technicians/Engineers)**

### **1. BACKGROUND**

The role of Waterford City & County Council's Environmental Inspectors/Technicians/Engineers is to enforce the Litter Pollution Act 1997 as amended and Waste Management Act 1996 as amended. Dash Cams are used to capture images and video footage of breaches of the above acts and to provide additional evidence for prosecutions. Often incidents of littering from moving vehicles are witnessed by inspectors (e.g. cigarette butts being discarded from car windows). It is unsafe for an inspector driving a car to write down the details of the incident such as vehicle registration and time. The use of dash cams allow this information to be recorded and then transcribed when it is safe to do so.

### **2. PURPOSE**

This policy is intended to provide each Environmental Inspector/Technician/Engineer with instructions on how to use the dash cams.

### **3. POLICY**

3.1 It is the policy of WCCC that Environmental Inspectors/Technicians/Engineers, that capturing of images and video footage on the dash cam, is only for the intention of use under Environmental Enforcement Legislation.

3.2 WCCC has adopted the use of the dash cams to accomplish several objectives. The primary objectives are as follows:

- To record images and video footage of offences under Waste/Litter Enforcement Legislation.
- To allow WCCC to use this material to identify the persons responsible and if the image quality is of sufficient quality as secondary evidence in a Court of Law, to back up eye witness evidence of Authorised officers of WCCC. (Due to camera shake and the size of the litter the actual offence often isn't discernible on the footage)

### **4. When and How to Use the Dash Cam**

4.1 The dash cam records constantly on a loop recording and if an offence is committed, the data can be protected on the dash cam to prevent overwriting by hitting the protect button.

4.2 The camera automatically overwrites any footage which hasn't been protected when the disk is full.

- 4.3 Environmental Inspectors/Technicians/ Engineers shall download footage from the micro SD card from the dash cam when any incidents of littering or waste offences are committed. This data will be saved on the Environment Blob storage.
- 4.4 Following the download of the relevant footage, the SD cards shall be formatted to remove any footage from them.
- 4.5 The Environmental Inspectors/Technicians/Engineers may use their own discretion on deciding whether to use the dash cam footage as evidence depending on the quality- all incidents should be considered on a case by case basis.
- 4.6 Dash Cams have a functionality to allow viewing of the recordings at the scene.

## **5. Procedures for Dash Cam Use**

- 5.1 The council may issue dash cams to Environmental Inspectors/Technician/Engineers for use in their day to day driving. The dash cams will be fitted in the Environmental Inspectors council van, or in the case of Technicians and Engineers, their own vehicle for which they claim expenses from the council.
- 5.2 Environmental Inspectors/Technician/Engineers shall only use council issued Dash Cams for council business. The Dash Cams equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Council.
- 5.3 Environmental Inspectors/Technician/Engineers who are assigned Dash Cams will receive training to ensure proper use and operation of the equipment as well as understanding the Council's policy in relation to use.
- 5.4 Dash Cam equipment is the responsibility of individual Environmental Inspectors/Technician/Engineers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Environmental Inspectors Supervisor as soon as possible so that a replacement unit may be repaired or replaced.
- 5.5 The Dash Cam should be securely locked within the vehicle when not in use or when downloading footage stored in a locked drawer if the room is left for any reason.
- 5.6 The Environmental Inspectors/Technician/Engineer shall ensure that the date and time are set correctly on the dash cam
- 5.7 The Micro SD card should be formatted on a weekly basis, which can be done on the actual dash cam or on the users PC.
- 5.8 The dash cam user shall ensure that the microphone function is disabled on the device
- 5.9 Environmental Inspectors/Technician/Engineers shall inspect and test the Dash Cam prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
- 5.10 Environmental Inspectors/Technician/Engineers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- 5.11 At the end of each cycle of recording of the dash cam if any recordings have been made, Environmental Inspectors/Technician/Engineers should delete any unnecessary footage and download the required footage to a secure location (Blob on Environmental Share Point) on their PC for reviewing if an Environmental Incident has occurred.

## **6. Data Protection**

- 6.1 All staff using Dashcams will receive general data protection awareness training
- 6.2 Any vehicle where dashcam is used for Environmental enforcement purposes will have a visible sticker highlighting that recording may be taking place
- 6.3 Any such vehicle will also have a policy sheet available to respond to any query from a member of the public
- 6.4 At all times, employees using dashcams in the course of their work will take every precaution to protect the personal data of individuals.

## **7. Restrictions on Using the Dash Cams**

- 7.1 Dash Cams shall be used only in conjunction with official Environmental Inspectors/Technician/Engineers duties. The Dash Cam shall not generally be used to record:
  - Encounters with members of the public unrelated to Environmental breaches;
  - In any location where individuals have a reasonable expectation of privacy or private property

## **8. Dash Cam Footage from Third Parties**

- 8.1 Where a third party (council employee with a privately owned dash cam or a member of the public) submits dash cam footage as evidence of an offence they have witnessed, this footage shall only be accepted, if the person is willing to testify to the authenticity of the footage in court.
- 8.2 Where it is accepted, the footage shall be securely downloaded. The third party will be asked to delete the footage on download. This footage shall then become the property of Waterford City and County Council and will be stored in accordance with our Storage of Data policy below.

## **9. Storage of Data**

- 9.1 Any recordings shall be securely downloaded. Each file shall contain information related to the date, Dash Cam identifier, and assigned Environmental Inspector/Technician/Engineer.
- 9.2 All images and sounds recorded by the Dash Cams are the exclusive property of the Council. Accessing, copying, or releasing files for non-Environmental Enforcement related offences is strictly prohibited.
- 9.3 All access to Dash Cam data (images, sounds, and metadata) must be specifically authorised by the Engineers, and access can be audited to ensure that only authorized users are accessing the data for legitimate and authorised purposes.
- 9.4 Files should be securely stored and no longer than useful for purposes for use in an investigation or prosecution. Standard retention period will be 6 months or longer if required for a specific purpose.
- 9.5 Footage shall be deleted as soon as practicable a litter fine issued has been paid, or a prosecution has been completed (allowing for the appropriate appeal period). A review of retained footage shall occur at least once a month to delete any footage from the servers that is no longer required to be retained.

## **10. Supervisory Responsibilities**

- 10.1 Senior Executive Engineer shall ensure that Environmental Inspectors/Technician/Engineers equipped with the dash cam devices utilize them in accordance with policy and procedures defined herein.
- 10.2 At least on a monthly basis, Environmental Engineers will randomly review dash cam recordings to ensure that the equipment is operating properly and that Environmental Inspectors/Technician/Engineers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
- 10.3 Supervisor and Engineers will have responsibility for ensuring appropriate retention periods are complied with.

## **11. Sharing of Dash Cam recordings**

Evidence gathered by Environmental Inspectors/Technician/Engineer dash cam will only be shared or viewed by authorised parties such as the offender, Gardaí, the Council's legal adviser or staff within the Environmental Enforcement Section. Any viewing of the footage will be done in accordance with the GDPR Policy.

## **12. Data Protection, Access Requests and Complaints**

- 12.1 All staff using dashcams will receive general data protection awareness training.
- 12.2 At all times, employees using dashcams in the course of their work will take every precaution to ensure incidental personal data of individuals is not captured.
- 12.3 A Policy Sheet will be carried in the vehicle equipped with a Dashcam and be made available on request to any member of the public making an enquiry about Council use of Dashcams
- 12.4 Any vehicle using a dashcam for Environmental enforcement purposes will display a clearly visible sticker to indicate the presence of a dashcam.
- 12.5 Any subject access requests or complaints about the use of Dash Cams should be forwarded immediately to the Council's Data Protection Officer. Contact: Data Protection Officer, Waterford City & County Council, City Hall, The Mall, Waterford. X91 PK15.  
E: [dataprotection@waterfordcouncil.ie](mailto:dataprotection@waterfordcouncil.ie) P: 0761 10 20 20