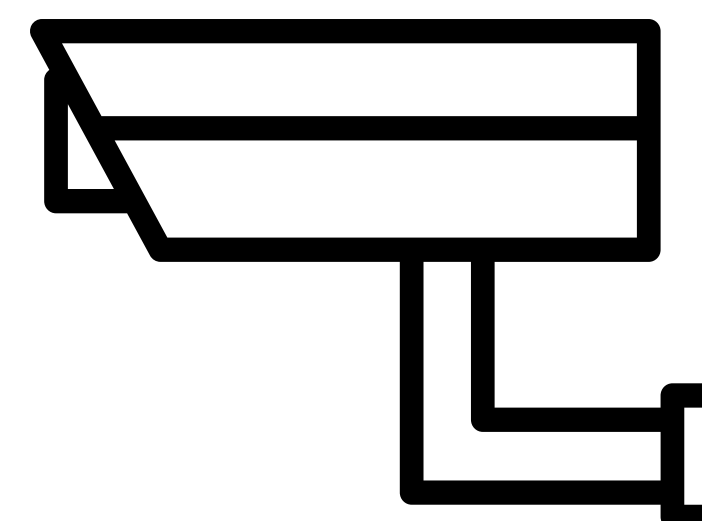


Retention of CCTV Footage



HM Prison &
Probation Service



1 General rule for retention

It is advised that all information is not retained beyond 30 calendar days.

This may vary depending on the purpose of the recording and can be determined on a case by case basis.

Information should not be kept for longer than is necessary.

Where it is not necessary to retain information then it should be deleted, and the deletion recorded.

2 Reasons for longer retention

There will be circumstances where you may need to retain information for a longer period, e.g;

- > a law enforcement body asks for it to be preserved
- > as part of an active investigation (such as an adjudication)
- > for litigation purposes.

If information is downloaded for any reason other than for evidential purposes, this needs to be authorised by the Governing Governor.

Retention periods for litigation;

- > Personal injuries = 3 years 4 months
- > Prisoner on prisoner assaults (child on child) = 3 years 4 months
- > Use of Force incidents = 6 years
- > Death in custody = 6 years

3 Helpful tips

Footage may be required by the PPO, and an establishment should not decide what footage is relevant.

Copies must be retained onsite physically or electronically (where available) when providing copies to external colleagues.

Footage should be stored electronically where available to avoid loss or damage and to reduce the need for physical evidence resources.

An electronic log could also be kept to ensure footage is stored for the correct length of time and destroyed when appropriate.

4 Prison Rule 50A (YOI Rule 54)

It is advised that all information is not retained beyond 30 calendar days. However, the retention of any footage obtained during a visit or under Rule 50A/YOI Rule 54 legally cannot be retained for longer than 3 months, unless its continued retention is;

- > necessary (see guidance), and;
- > proportionate to what is sought to be achieved by the continued retention of the footage

Where footage is retained for longer than 3 months, it's continued retention must be reviewed every 3 months.

If continued retention is no longer necessary, the footage should be destroyed and this should be recorded.