

## **PAROCHIAL CHURCH COUNCIL CCTV Policy**

### **1. Scope**

St Mary's Church has installed an image-only CCTV system to protect its buildings, car parks and churchyard. Cameras will be monitored by those people listed in 4.2, who have been trained in the use of the system.

This Policy has been prepared for the guidance of operators of the CCTV system and for the information of all users of St Mary's.

Its purpose is to ensure that the CCTV system is used to create a safer environment for Church members and all other users of the Church buildings and grounds, and to ensure that its operation is consistent with the obligations on St Mary's imposed by the Data Protection Act 2018 and good practice guidance issued by the Information Commissioner.

All those who are involved in the operation of the CCTV system will be required to have read and understood this Policy.

### **2. Objectives**

CCTV has been installed for the following purposes:

- To assist in the prevention and detection of crime
- To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
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- To help ensure safety for all users of the Church, Barn Centre and churchyard

The system will be operated in a manner that is consistent with respect for individual's privacy

### **3. System**

#### **3.1 Coverage**

The churchyard CCTV system has three cameras. One facing Church Lane and two facing the lower churchyard. These two are aimed so they avoid monitoring the public footpaths that run through the churchyard. The three cameras are linked to a hard drive recorder in a secure location. Additionally the Church has one in the nave near the main entrance. This is a separate system that is not linked to a recorder.

#### **3.2 Operation**

The CCTV system operates throughout the year for 24 hours a day.

#### **3.3 Presence of CCTV**

Church members, all users of the buildings, visitors and the public are made aware of the presence of the CCTV system by appropriate signage. This signage denotes the operator (St Mary's Church) and contact details for the system.

### **3.4 Privacy**

To respect privacy the cameras are fixed and focus only on the areas described in section 3.1 above. All users of the building are made aware of areas covered by the CCTV system.

### **3.5 Recorder, storage and physical access**

Images captured on camera are recorded on a digital hard drive. Only those approved by the PCC are allowed access to the local recorder, which is kept in a secure location.

### **3.6 Data Protection Act**

For the purposes of the Data Protection Act 2018, the Data Controller is St Mary's Church Newick and it is legally responsible for the management and maintenance of the CCTV system.

## **4. Recording, handling and retention**

### **4.1 Monitoring images**

Images captured by the system will be monitored by those approved by St Mary's, with access to other individuals only given where essential for one of the purposes listed in section 2 of this policy.

### **4.2 Authorised access**

Except in emergencies, only those people on the list below are authorised to have access to the CCTV system or its recordings:

Rector

Sexton

Churchwardens

CCTV system suppliers

Other individuals to access their personal data as specified in section 4.11

### **4.3 Training**

St Mary's will ensure that all authorised users are trained in all relevant aspects of the CCTV system.

### **4.4 Digital Recording**

All video captured by the CCTV system is recorded onto the hard drive and is located in a secure place.

### **4.5 Identifying and recording discs and images**

Discs, still photographs and printed images will be uniquely identified. The date and time of recording, purpose of viewing, copies taken... will be recorded for evidence. For images recorded digitally, all identifying retrieval dates and times will be recorded.

#### **4.6 Retention**

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 21 days.

#### **4.7 Erasure and disposal**

At the end of their useful life any images on discs will be erased and securely disposed of. All still photographs and hard copy prints will also be disposed of securely.

#### **4.8 Requests to view or copy images**

Requests to view or copy CCTV images will be considered on a case-by-case basis by St Mary's Church PCC – assuming the system has not already automatically deleted them at the 21 day interval. If access is denied the reasons will be reported to the next Church PCC meeting and recorded in the Minutes. A fee of £10 will be charged for processing.

#### **4.9 Copies of recorded images**

Copies of tapes or digital images will only be made when required by law or for assistance in diagnosing faults in the system.

#### **4.10 Requests from the police or law enforcement agencies**

Requests from the Police or other law enforcement agencies may arise for a number of purposes, including:

#### **4.11**

- For the prevention of crime
- For the apprehension or prosecution of offenders
- For the purpose of, or in connection with, any legal

proceedings (including prospective legal proceedings)

- Is otherwise necessary for the purpose of establishing,

Exercising or defending legal rights

All such requests should be directed to St Mary's via the Rector or Sexton.

Law enforcement agencies should provide appropriately authorised data disclosure forms which establish their identity and the purposes for which they require the disclosure.

#### **Rights of individuals**

St Mary's is obliged to supply individuals ( Data Subjects ) with their personal data under the Data Protection Act 1988. Individuals wishing to access their personal information contained within CCTV images should contact AMC via the Rector or designated Sexton. If the data has already been automatically erased by the system and overwritten it will not be possible to accede to the data request.

## 5. Complaints and contacts

St Mary's are responsible for the operation of the CCTV system, and in compliance with this Policy, any concerns in respect of the system's use or regarding breaches of compliance with this Policy should be sent to the St Mary's Church PCC via the Rector or designated Sexton who, in turn, will decide on the appropriate action to take.

### 5.1 Contacts as at March 2024

Rector – Paul Mundy    [church.newick@gmail.com](mailto:church.newick@gmail.com)

Sexton – Anthony Bailey    [anthonyb213@googlemail.com](mailto:anthonyb213@googlemail.com)

Churchwarden – Christopher Hume - [mcmhume@outlook.com](mailto:mcmhume@outlook.com)

Churchwarden – Sara Fuller – [churchoffice@stmarysnewicks.church](mailto:churchoffice@stmarysnewicks.church)

**6.0** This policy will be reviewed annually.

Approved by the PCC on 17<sup>th</sup> March 2021

Reviewed 1<sup>st</sup> February 2022

Reviewed 29<sup>th</sup> January 2023

Reviewed 6<sup>th</sup> February 2024

Signed: Rev'd Paul Mundy .....