



ALLSAINTS

WOODFORD WELLS

Title	CCTV Policy
Owner	Operations Director
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Reviewed by	Bob Darby
Approved By	Risk and Governance Committee
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All Saints' with St Andrew's CCTV Policy

Introduction

All Saints' Woodford Wells operates a CCTV scheme within the entire church premises. The CCTV cameras monitor the interior and exterior of the building continuously.

The PCC is ultimately responsible for this policy. Authority to manage the CCTV system is delegated to the Operations Director.

Aim

1. The scheme's overall aim is to provide a safer and more secure environment for the benefit of all users of the site and in particular:
 - To deter burglary, vandalism, misuse of church property and misuse of visitors' property.
 - To deter inappropriate access to activities going on, such as children's work and the pre-school.
 - To substantiate facts in the event of an accident or claim.
2. The fulfilment of these aims requires us to have identifiable images of individuals in order to assist the police in catching perpetrators.
3. CCTV as we have set it up can be expected to deliver these benefits because:
 - Camera locations are appropriate (and won't be obscured).
 - We considered whether only recording at certain times would be appropriate (cameras are movement activated and set to a certain number of frames per second).
 - We have checked that the image quality is sufficient to achieve the purpose – including when prints are produced from the recordings. The level of compression is appropriate.
 - Cameras are secure and protected from vandalism as far as practicable.
 - Cameras have not been sited in areas where privacy can be expected (toilets/changing rooms, counselling room).
4. Notices are permanently displayed at key locations to indicate that a CCTV monitoring system is in place. All new staff members will be informed of the CCTV operation during their induction.
5. Our CCTV will not be used to record sound.

CCTV Procedures

6. **Access** – The CCTV equipment and images are kept securely in a locked cupboard. Access to the cupboard is authorised by the Operations Director.
7. **Retention/destruction of images** - Images are stored on the hard drive in the cupboard. Images will normally be kept for 30 days and permanently deleted after that time. Where there has been an incident which may involve damage/injury or where (in the view of the Operations Director) suspicious activity has been recorded, relevant images may be preserved until such time as it is apparent that they are no longer likely to be relevant. If there is a

requirement to save images these are burned onto a disc and kept in a locked drawer. A review of any retained images will be carried out annually and in each case, it will be determined whether the images still need to be retained.

8. **Releasing images to third parties** – This will only be done with the approval of the churchwardens or the Operations Director and only in circumstances where:

Either:

- The PCC is obliged by law to disclose the images, or
- The police have requested the images as part of a criminal investigation, or
- Social services or another public body have requested the images in order to assist them in fulfilling their legitimate duties, or
- Images are relevant or have been requested for the purposes of an insurance claim or court proceedings and failure to release them could result in an injustice, or
- The images are relevant in the context of court proceedings in which the parish or a member of staff/volunteer is involved, or
- An individual has requested copies of images of themselves. (In this case copies will be provided as soon as possible and in any event within one month.)¹

and

- It is made clear that the images are released on the express condition that they are not to be passed on any further,

and

- Clear records are kept of what images have been released, to whom, on what date and with what justification.

9. **Review and maintenance** – The Operations Director will be responsible for monitoring compliance with this policy and for carrying out regular checks and audits.

- There will be an annual checks/maintenance of equipment – including a check that the date and time stamp remain correct.
- There will be a bi-annual review of this policy
- There will be an annual audit of compliance with procedures and policy.

¹ In the case of a subject access request care will be taken to ensure that images of other people are obscured before the images are handed over. If it is necessary to appoint a contractor to do this a written contract will be put in place providing explicit security guarantees. The subject will be asked to specify precisely that dates and times in respect of which their request is made.