

# Christ Church Henley URC (CCH) CCTV Policy

## 1. Scope

CCH has installed an image-only CCTV system to protect its buildings, car parks and gardens. 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 CCH.

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 CCH imposed by the Data Protection Act 1988 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
- To help ensure safety for CCH members, and all users of the buildings and visitors

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

## 3. System

### 3.1 Coverage

The CCTV system has eight cameras. Three are focussed inside the building on the main entrance, reception area and nursery entrance. Five are focussed outside, with three on the carpark, one on the nursery playground and one on the patio.

### 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.

### 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.

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

Images captured on camera are recorded on a digital hard drive. Only those approved by CCH listed in 4.2 or Staff working for ADT Fire & Security plc, will be allowed access to the local recorder, which is kept in a secure place.

## **3.6 Data Protection Act**

For the purposes of the Data Protection Act 1988, the Data Controller is Elders of CCH 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 CCH, 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:

- CCH Minister
- CCH Centre Managers
- ADT Fire & Security plc
- Other individuals to access their personal data as specified in section 4.11

### **4.3 Training**

CCH 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 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 two weeks.

### **4.7 Erasure and disposal**

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

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## **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 CCH Elders Meeting or the Centre Management Committee. If access is denied the reasons will be reported to the next Elders' 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:

- 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 CCH via the Minister or Centre Managers.

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

## **4.11 Rights of individuals**

CCH 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 CCH via the Minister or Centre Managers.

## **5. Complaints and contacts**

CCH 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 CCH Elders' Meeting via the Minister or Centre Managers who, in turn, will decide on the appropriate action to take.

### **5.1 Contacts as at May 2018**

- Minister – Glyn Millington, [glyn.millington@gmail.com](mailto:glyn.millington@gmail.com)
- Centre Managers 01491 577733 [managers@christchurchhenley.org.uk](mailto:managers@christchurchhenley.org.uk)

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