

Goffs Oak Methodist Church

CCTV Policy

1. Scope

GOMC has installed an image-only CCTV system to protect its buildings and contents. Cameras may 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 GOMC. 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 to ensure that its operation is consistent with the obligations on GOMC 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 are required to have read and understood this Policy.

2. Objectives

CCTV has been installed for the following purposes:

- To assist in the detection and prevention of misuse of Church property, and/or crime
- To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- To help ensure safety for GOMC members, all users of the buildings and visitors

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

3. System

3.1 Coverage

The CCTV system has two cameras located in the two lobbies, focussed on the building entrances and access to the halls and toilets.

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3.2 Operation

The CCTV system operates 24 hours a day.

3.3

Presence of CCTV

All users of the building 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.

3.5 Recorder, storage and physical access

Images captured on camera are recorded on a digital device. Only those approved by GOMC listed in 4.2 are allowed access to the recordings.

3.6 Data Protection Act

For the purposes of the Data Protection Act 1988, the Data Controller is Goffs Oak Methodist Church and it is legally responsible for the management and maintenance of the CCTV system.

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4. Recording, handling and retention

4.1 Monitoring images

Images captured by the system will be monitored by those approved by GOMC, 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:

- GOMC Minister
- GOMC Senior Steward
- GOMC Treasurer
- GOMC Property Steward

4.3 Training

GOMC 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 and kept secure.

4.5 Identifying and recording discs and images

All images will be uniquely identified, by date and time of recording.

4.6 Retention

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for 30 days only. They are then overwritten.

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 GOMC Church Council. Copies will only be made when required by law.

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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:

- the prevention of crime
- the apprehension or prosecution of offenders
- the purpose of, or in connection with, any legal proceedings
- anything necessary for the purpose of establishing, exercising or defending legal rights

All such requests should be directed to the *GOMC* Minister. Law enforcement agencies must provide appropriately authorised data disclosure forms which establish their identity and the purposes for which they require the disclosure.

4.11 Rights of individuals

GOMC is obliged to supply individuals with their personal data under the Data Protection Act 1988. Individuals wishing to access their personal information contained within CCTV images should contact *GOMC* via the Minister.

5. Complaints and contacts

GOMC 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 *GOMC* Church Council via the Minister.

5.1 Contacts as at June 2019

- Minister - Rev. Alan Combes
- Senior Steward - Mrs Joanne Mead
- Treasurer - David Batts
- Property Steward - Nigel Clark

6. Review timescale

This policy will be reviewed every two years.