



HIGH CROSS CHURCH

POLICY FOR THE USE OF CCTV

1. Introduction

1.1 This policy explains the purpose, use, and management of the CCTV system at High Cross Church.

1.2 The purposes of the CCTV installations are:

- to promote a safe community environment.
- the protection of staff, Volunteers and visitors, to High Cross Church.
- the prevention, investigation and detection of crime and disciplinary offences in accordance with High Cross Church's disciplinary procedures.
- the apprehension and prosecution of offenders (including the use of images/data as evidence in criminal / civil proceedings).
- to monitor security of High Cross Church and its immediate areas.

1.3 The CCTV system will not be used:

- To provide recorded images for the internet.
- To record sound.

1.4 The principles of the policy are:

- that individuals' rights are respected and protected.
- that the installations are operated fairly and within the law.
- that the CCTV system is operated for the purposes for which it was set up.
- that the recorded material/data stored is fairly and lawfully processed.
- that recorded material/data is adequate, relevant and not excessive for the purposes.
- that recorded material/data is accurate, securely stored, and not kept for longer than is necessary.

1.5 This policy and its operations will be subject to regular reviews and audits, no less than every two years.

2. CCTV System overview and definitions

2.1 The CCTV system includes 9 cameras around the building.

2.2 Cameras are in various areas around High Cross Church including (but not restricted to): -

- Front entrance
- Rear entrance
- Sanctuary
- Concourse towards back doors
- Concourse from chapel main doors
- Concourse towards office
- Main Hall
- Car Park
- Office

2.3 All cameras are overt fixed and record uncontrolled images, such as entrances and exits around the building

For the purposes of this policy, they will be referred to as “CCTV”

2.4 The CCTV installations comprise all fixed cameras, signs, recording and playing equipment, information, material, data, and any ancillary equipment required for the operation of the installations (e.g., cabling, printers, power supplies).

2.5 Recorded material/data means any material recorded by the installations, either in digital or analogue form on CD, PC computer system hard drive, hard copy print, or any document copy. The recorded material/data are the property of High Cross Church

2.6 The systems will be operated 24 hours per day, 365 days of the year by High Cross staff.

3. CCTV Owners

3.1 The CCTV surveillance system is owned by High Cross Church.

3.2 The Church Secretary is the responsible person for the management and operation of the system, with nominated individuals given authority to manage the day-to-day operations and ensure strict compliance with this policy.

4. Legal Compliance

4.1 High Cross Church CCTV installations will be operated in accordance with the applicable legislation including the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR).

4.2 For the purposes of data protection legislation, the Church Secretary is the Data Controller.

5. Access to images

5.1 The ability to review recorded and live images is limited to authorised staff including:

- Minister
- Church Secretary
- Caretaker
- Property Manager
- Head of Health & Safety & Security

Access to recorded images may also be given to members of High Cross Church Council, subject to the requirements of the Data Protection Act.

5.2 Other staff may view only live images, as part of their day-to-day responsibilities.

5.3 High Cross Church will take reasonable steps to ensure that relevant staff have undertaken appropriate CCTV training.

6. Applications to review images

6.1 High Cross staff, volunteers or members of the public may apply to have CCTV footage reviewed.

6.2 The request must be made in writing using the Application Form within Annex 1 and detail:

- The date, time and location
- The reason for the request (which must comply with the purposes as laid out in 1.1 of this policy)

6.3 All requests should be made within 5 working days of the recording to ensure footage is not erased and submitted to the Church Secretary.

7. Retention and disposal

7.1 Unless required for evidential purposes or the investigation of a crime or otherwise required by law, recorded images will be retained for no longer than 10 days from the date of recording and managed in accordance with High Cross Church Data and Records Retention Schedule.

7.2 At the end of their useful life all images on discs will be erased and securely disposed of.

8. Complaints Procedure and Enquiry Service

8.1 Complaints received in relation to the use of the CCTV system should be sent to the Church Secretary who will investigate and then follow High Cross Church complaints procedures.

8.2 Complaints in relation to the disclosure or image supply should be made in writing to the Church Secretary at office@highcross.org.uk.

8.3 For general enquiries in relation to CCTV and this policy please email: Church Secretary at: secretary@highcross.org.uk

Owner	Security and Health & Safety
Approved by	Church Council
Approval Date	17 th April 2024
Review Date	April 2025

CCTV SUBJECT ACCESS REQUEST FORM

Annex 1

Under data protection legislation an individual has the right to request a copy of any personal information held about him/her by High Cross Church, whether it is in hard copy, electronic or CCTV.

Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data recorded on CCTV.

1. PERSONAL DETAILS

Applicant's full name

Applicant's postal address

Applicant's email address

2. INFORMATION REQUIRED

To help us find the CCTV data you require, please complete the following section.

Location/position of CCTV camera:

Date image taken:

Time image taken:

Brief description of the applicant's appearance and likely activities captured by CCTV:

A recent photograph may also be required to assist identification of the relevant images

Do you require a hard copy of the image or would "viewing" the images be sufficient?

Hard Copy

Viewing

3. DECLARATION

I confirm that all the information I have provided is correct and that I am the Data Subject.

Signed

Dated

OR

I confirm that I am acting on behalf of the Data Subject and have submitted proof of my authority to do so.	
Name	
Postal Address	
Email Address	
Signed	
Dated	
4. PROOF OF IDENTITY	
If you are the Data Subject, please supply evidence of your identity: i.e., photocopy of birth certificate, driving licence or passport	
If you are applying on someone else's behalf, please enclose documented authority to act on the Data Subject's behalf.	
5. POSTAL ADDRESS	

After completing the application form, please check to ensure that all the information you have provided is accurate and all the required documents are enclosed.

Please return the application form to:

**Church Secretary
High Cross Church
Knoll Road
Camberley
GU15 3SY**

Or email: office@highcross.org.uk