

CCTV Policy

CCTV cameras are used in this church to help deter and detect crime.

The Church will have due regard to the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998.

This policy is based upon guidance issued by the Information Commissioner's Office, '[In the picture: A data protection code of practice for surveillance](#)'.

Signs are displayed near the main entrances to the church indicating to anyone entering that CCTV equipment is used in the church

The cameras cover the general areas of the church and do not usually cover places where people may be engaged in private prayer such as the Walter Chapel, the south aisle, and the area in front of the statue of Our Lady and the new icon. The recording will be suspended during regular church services using the main body of the church or the chancel.

Recordings are held on a storage device in the vestry which is kept locked when the church is unattended, the recordings are also uploaded to a secure location on the cloud.

Access to the recordings is password protected. Only the members of a CCTV group on the storage device can access the files and the surveillance system user interface.

Access to the surveillance system is through a web interface using an encrypted connection (https)

Recordings are kept for a maximum of 14 days. Video footage requested as evidence will be stored for a further 30 days.

Recordings are visual only, there is no sound recording.

Under the data protection rules anyone can request a recording of themselves, by making the request in an email to cctv@spauls.org.uk with the date and time they would like to see. The requester may be asked for photographic evidence of their identity to ensure they appear in the video clip. It may be necessary to process the clip to obscure anyone else that appears in it. A record will be made of the request.

Recordings may be made available to Church Officers when investigating incidents that may then be referred to the police.

Recordings will also be made available to the police, or other crime agencies during an ongoing investigation.

Recordings will be provided as MP4 files in an encrypted zip file, or uploaded to a secure site. The passwords for the file will only be provided when the file has been safely delivered to the requester.

The data controller for the CCTV system (with access to the system and recordings) is Peter Wells.