



St Peter's Baptist Church

CCTV Policy

Introduction

- 1.1. St Peter's Baptist Church ("SPBC") has in place a closed circuit television ("CCTV") system to provide a safe and secure environment for staff, service users and visitors, and to protect SPBC property.
- 1.2. This document sets out the accepted use and management of the CCTV system and images to ensure SPBC complies with the Data Protection Act 1998 (DPA), Human Rights Act 1998 (HRA) and other legislation.
- 1.3. SPBC has produced this policy in line with the Information Commissioner's [CCTV Code](#).

2. Purpose of CCTV

- 2.1. SPBC has installed a CCTV system to:
 - deter crime
 - assist in the prevention and detection of crime
 - assist with the identification, apprehension and prosecution of offenders
 - monitor security of SPBC buildings including the Car Park and the Multi Use Games Area in conjunction Worcester city council.
 - monitor access and use of the Premises.
- 2.2. The system will be provided and operated in a way that is consistent with an individual's right to privacy.

2.3. The System will hold recorded footage for a maximum of 14 days after this the data will be overwritten.

2.4. The system will not be used to:

- provide images to the world-wide web
- record sound
- disclose to the media

3. Owner

3.1. The CCTV surveillance system is owned by SPBC.

3.2. The Andy Browning is responsible for the day-to-day operation of the system and ensuring compliance with this policy.

3.3. Contact details:

Andy Browning
St Peter's Baptist Church
Eden Close
St Peter's
Worcester
WR5 3TZ

Telephone: 01905 767090

Email: Andy@stpetersbaptist.org.uk

Overview of system

- The CCTV system includes 9 cameras.
- The CCTV system runs 24 hours a day, 7 days a week.
- The CCTV system is managed locally by designated staff.
- The CCTV system comprises fixed position cameras; pan tilt and zoom cameras; monitors; digital recorders and public information signs.
- CCTV cameras are located at strategic points. SPBC has 7 external cameras' 3 overlooking the MUGA and 2 internally one on the main entrance and rear exit of the building. No cameras are placed within the rooms.
- CCTV signs will be prominently placed at strategic points and at entrance and exit points of the building to inform staff, service users, visitors and members of the public that a CCTV installation is in use.
- Although every effort has been made to ensure maximum effectiveness of the CCTV system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

4. Data Protection Act 1998

4.1. For the purpose of the Data Protection Act 1998 SPBC is the data controller.

4.2. CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998. This policy is associated with SPBC's Data

Protection Policy, the provisions of which should be adhered to at all times. SPBC's Data Protection Policy is overseen by SPBC Helen Dean at the address above.

- 4.3. SPBC is required to register its processing of personal data (including CCTV) with the Information Commissioner's Office (ICO). SPBC's ICO notification registration number is Z5815355
- 4.4. Where new cameras are to be installed on SPBC premises, Part 4 of the ICO's CCTV Code of Practice will be followed before installation.
 - The appropriateness of and reasons for using CCTV will be assessed and documented;
 - The purpose of the proposed CCTV system will be established and documented;
 - Responsibility for day-to-day compliance with this policy will be established and documented.

5. Access to images

- 5.1. Access to images will be restricted to those staff and trustees that need to have access in accordance with the purposes of the system.
- 5.2. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following: -
 - Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of terrorism and disorder.
 - Prosecution agencies
 - Appropriate members of SPBC staff or trustees (in the course of staff disciplinary proceedings (including prospective proceedings)) to ensure compliance with SPBC's regulations and policies.
 - People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries).
- 5.3. Images that have been recorded may be viewed on site by the individual whose image has been captured and/or a uniformed police officer when responding to routine incidents which occurred on the same day. No copies may be taken off site. Please use the form at Appendix A to record the details of these requests.

6. Individual access rights

- 6.1. The Data Protection Act 1998 gives individuals the right to access personal information about themselves, including CCTV images.
- 6.2. All requests for access to a copy of CCTV footage by individuals should be made in writing to Andy Browning using SPBC's Subject Access Request form [Appendix B].
- 6.3. Requests for access to CCTV images must include: -
 - a) The date and time the images were recorded
 - b) Information to identify the individual, if necessary
 - d) Proof of Identity
- 6.4. SPBC will respond promptly and at the latest within 40 calendar days of receiving

sufficient information to identify the images requested.

- 6.5. If SPBC cannot comply with the request, the reasons will be documented. The requester will be advised of these in writing, where possible.

7. Access to images by third parties

7.1. Unlike Data Subjects, third parties who wish to have a copy of CCTV images (i.e. images not of the person making the request) do not have a right of access to images under the DPA, and care must be taken when complying with such requests to ensure that neither the DPA, HRA or the CCTV Policy are breached. As noted above, requests from third parties will only be granted if the requestor falls within the following categories:

- Law enforcement agencies (where the images recorded would assist in a specific criminal enquiry)
- Prosecution agencies
- Appropriate members of SPBC staff or trustees in the course of staff disciplinary proceedings (including prospective proceedings) to ensure compliance with SPBC's regulations and policies.

7.2. All third-party requests for access to a copy of CCTV footage should be made in writing to the Andy Browning. If a law enforcement or prosecution agency is requesting access they should make a request under Section 29 of the Data Protection Act 1998. Any other third party requesting access to CCTV footage should use Subject Access Request form as above.

8. Request to prevent processing

8.1. In addition to rights of access, Data Subjects also have rights under the DPA to prevent processing (i.e. monitoring and recording CCTV images) likely to cause substantial and unwarranted damage to that person, or prevent automated decision taking (i.e. through the use of visual recognition software) in relation to that person.

8.2. Should any person visiting SPBC have any concerns regarding the operation of the CCTV systems, the following procedure must be complied with:

- The Data Subject should be directed to Andy Browning to determine
 - whether the Data Subject is making a request to prevent processing or automated decision making. If Andy Browning determines that the Data Subject is instead making a Subject Access Request, the procedure set out in paragraph 7.2 above will be followed.
 - Andy Browning will consider the request to prevent processing or automated decision making in consultation with the Data Protection Officer and Trustees.
 - Andy Browning will provide a written response within 30 days of receiving the request to prevent processing or automated decision making, setting out the decision on the request. A copy of the request and response will be retained.

9. Retention and disposal

- 9.1. Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 90 days from the date of recording.
- 9.2. At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints also will be securely disposed of as confidential waste.

10. Maintenance and review

- 10.1. This Policy will be reviewed 12 months after it is agreed, and thereafter not less than every two years or when the law changes.

11. Central responsibilities

- 11.1. Trustee (Operations Team) are responsible for approving and reviewing this policy.
- 11.2. Andy Browning is responsible for compliance with and implementation of this policy.

12. Complaints regarding operation of system

- 12.1. Complaints regarding the CCTV system and its operation must be madwriting to the Andy Browning.

13. Associated policies and guidance

- [Data Protection Policy \(Link to SPBC Policy\)](#)
- [Home Office Surveillance Camera Code of Practice](#)

Appendix A

Routine request for access to CCTV images

This form should be used for routine requests for access to view CCTV images by individuals whose images have been captured and/or uniformed police in response to incidents which occurred on the same day e.g. to assist in a specific criminal enquiry, identify a victim, witness or perpetrator in relation to a criminal incident.

This form should not be used where the police or other law enforcement agencies request a copy of CCTV images. A Section 29 request should be made under the Data Protection Act 1998 for this type of access. Please refer to the Andy Browning

This form should not be used where an individual whose image has been recorded requests a *copy* of CCTV images relating to themselves. A subject access request under the Data Protection Act 1998 is required for this type of access. Please refer to Andy Browning

To be completed by Applicant

Date	
Person making request	
Organisation	
Reason for Request	
Crime reference number	

To be completed by Andy Browning or Data Protection Officer

Reason for allowing access/disclosure	
Reason for refusing access/disclosure	
Name & Signature	
Position	
Date	

Appendix B

Data Protection Act - Personal Information Request Form (Subject Access Request)

Please read this form carefully and complete it in full (block capitals) so as not to delay the processing of your request. Completed forms should be sent to the following address:

Andy Browning
St Peter's Baptist Church
Eden Close
St Peter's
Worcester
WR5 3TZ

Telephone: 01905 767090
Email: Andy@stpetersbaptist.org.uk

If you would prefer to deliver your form by hand, please call us on the above number or

deliver your request in an addressed sealed envelope marked confidential to one of our reception desks during office hours. We are not a public department and so cannot accept personal callers without an appointment.

All responses are Mail sent via the Royal Mail "Signed for" service. If you would prefer to collect your information in person please check this box. We will not re-send packages which have been returned to us by Royal Mail.

Personal Details:

Name:	
Postal Address (inc postcode): (for applications made by post, you must provide a bank statement or utility bill)	
Telephone Number:	
Email address:	

Are you the Data Subject? (please circle):

Yes:	Please provide an original bank statement or utility bill (ID is returned when your request has been processed).
No:	Are you acting on behalf of the data subject? If so, complete this form and provide us with their written authority and include the ID requirements listed in the box above. All information will be posted to the data subject (even if this is abroad).

What you are entitled to:

You are entitled to personal information that SPBC holds about you in line with Section 7(1) of the Data Protection Act 1998. The Act allows you to ask to see information held about you and have it corrected if it is wrong. The process may take up to 40 calendar days. We reserve the right to provide information in electronic formats.

Information required: Please describe as precisely as possible the information you seek, together with any additional information which will help us to locate it, for example: the departments in which it may be held; the nature of your current/past relationship with SPBC (i.e. employee); the dates on which correspondence or other material may have been created, etc. Please continue on a separate sheet if necessary. We are not obliged to comply with a request until we are supplied with sufficient information to process it. Requests for access to CCTV images must include: -

- a) The date and time the images were recorded
- b) Information to identify the individual, if necessary
- c) The location of the CCTV camera
- d) Proof of identity:

Declaration:

I certify that the information given on this application form is true and accurate, and accept the terms laid out. I understand that it is necessary for SPBC to confirm my/the Data Subject's identity and it may be necessary for them to obtain more detailed information in order to locate the correct personal data. I understand that the response period of 40 days, stipulated in the Data Protection Act 1998, will not commence until SPBC is satisfied in this regard and has received the fee and ID requirements stipulated on this form.	
Signature:	
Print name:	
Date:	

Once fully completed, return this form in a sealed envelope with sufficient postage cover (marked 'Private and confidential')

To Andy Browning

St Peter's Baptist Church
Eden Close
St Peter's
Worcester
WR5 3TZ

or contact us to arrange a time to deliver your form by hand.

Checklist:

- Include evidence of your identity (and signed authority documents if you are not the Data Subject).
- Include the fee of £10.00 if applicable (made payable to SPBC, for postal orders and cheques),
- Complete the form accurately and in full (it is your responsibility to provide all the required information).
- Ensure that posted applications have sufficient postal cover on them.

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