

Vale of Evesham Christian Centre

CCTV Policy

1. Introduction

This policy forms part of the Safeguarding Policy and its purpose is to ensure that The Vale of Evesham Christian Centre complies with legal requirements for CCTV use.

2. Legal Compliance

Any surveillance cameras capture personal data, so their use must comply with the Information Commissioner's Office code of practice and relevant legislation, including GDPR and the Human Rights Act 1998.

3. Policy Statement

We use CCTV at The Vale of Evesham Christian Centre to support the safety and security of our staff, volunteers, church members, service users, members of the public and premises.

It will be used to:

- act as a deterrent to intruders and to the theft or misuse of property
- act as a deterrent to improper, aggressive or threatening behaviour
- to provide evidence to support the investigation of any safety and security related incidents

We will not use CCTV for any other purpose.

CCTV cameras will be sited so that recordings meet the stated purposes. At present there will be two cameras covering the entrance lobby at the rear entrance of the church (Waitrose car park end) and the staircase leading to the food bank cupboard and youth hall.

We will be transparent in the use of CCTV and will make all who use the premises aware of its use through appropriate signs and information about our policy.

We will have procedures for operating and accessing CCTV recording equipment, which we will communicate to those staff or volunteers who administer, access or operate the equipment or data.

CCTV recordings and data will be classified as confidential information and held in systems with appropriate security measures to safeguard against unauthorised access and use.

Access to CCTV will be restricted to a maximum of five people who are employees, members of the leadership team, elders or trustees of the Vale of Evesham Christian Centre.

Authorised users of the CCTV will only access and view CCTV recordings and data for the purposes of investigation in the event of any incidents or for maintenance purposes.

CCTV information will not be disclosed except as necessary for the stated purpose or respond lawfully to a request by the police under GDPR or Freedom of Information Act.

Recordings and data will be routinely held for 31 days and then automatically deleted.

Recordings will only be retained if an official request is made by the police as part of an ongoing investigation into an incident.

The appointed person who is responsible for the CCTV system is Steve Wilderspin and any queries or complaints should be raised with that person. In the event of Steve Wilderspin not being available, queries or complaints regarding the CCTV should be directed to Diane Bennett.

This policy will be reviewed annually.

Date approved: