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Flint Evangelical Church,

Cornist Rd,

Flint,

Flintshire,

CH6 5HG

**CCTV Policy**

**Introduction**

1.1. Flint Evangelical Church (FEC) has in place a Closed Circuit Television (CCTV) system to provide a safe and secure environment for employees, service users and visitors and to protect FEC property;

1.2. This document sets out the accepted use and management of the CCTV system and

Images, to ensure FEC complies with the Data Protection Act 1998 (DPA), Human

Rights Act 1998 (HRA) and other legislation;

1.3. FEC has produced this policy in line with the Information Commissioner’s CCTV Code of Practice (this is a 45 page document which should sit alongside this policy) https://ico.org.uk/media/1542/cctv-code-of-practice.pdf

**2. Purpose of CCTV**

2.1. FEC 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 FEC building, including the Car Parks.

2.2. The system is provided and operated in a way that is consistent with individuals’ rights 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 is not 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 FEC.

3.2. John Cresswell/Pastor Ben Slater are responsible for the day-to-day operation of the system and ensuring adherence this policy.

3.3. Contact details: FEC, Cornist Rd, Flint, CH6 5HG

**Overview of system**

The CCTV system includes 8 cameras;

The CCTV system runs 24 hours a day, 7 days a week;

The CCTV system is managed locally by John C/Ben S;

The CCTV system comprises fixed position cameras; monitors; digital recorders and public information signs;

CCTV cameras are located at 8 strategic points, 4 cameras covering three sides of the front of the church, and 2 in the rear car park. 1 facing the drive at the back of the building and 1 facing the main entrance. This latter camera is located just inside the foyer and thus captures visitors etc as they enter the building but no further cameras are located inside;

CCTV signs are placed at strategic points and at entrance and exit points of the building to inform employees, 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, FEC 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 FEC’s Data Protection Policy, the provisions of which should be adhered to at all times. FEC’s Data Protection Policy is overseen by Chris Thomas at the address above.

4.3. FEC is required to register its processing of personal data (including CCTV) with the Information Commissioner’s Office (ICO). FEC’s ICO notification registration number is **ZA605171**

4.4. Where new cameras are to be installed on FEC’s 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 employees 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;

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 Chris Thomas using FEC’s Subject Access Request form.

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. FEC will respond promptly and at the latest within 40 calendar days of receiving sufficient information to identify the images requested.

6.5. If FEC 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 a data breach does not occur. 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

7.2. All third-party requests for access to a copy of CCTV footage should be made in

writing to Chris Thomas. 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 the 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 FEC have any concerns regarding the operation of the

CCTV systems, the following procedure must be complied with:

The Data Subject should be directed to Chris Thomas to determine:

o whether the Data Subject is making a request to prevent processing or

automated decision making. If Chris Thomas determines that the Data

Subject is instead making a Subject Access Request, the procedure set out

in paragraph 7.2 above will be followed;

o Chris Thomas will consider the request to prevent processing or

automated decision making in consultation with the Data Protection Officer

and Trustees;

o Chris Thomas 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 every 12 months or in response to any changes in relevant law, whichever is the sooner.

**11. Central responsibilities**

11.1. Trustees are responsible for approving and reviewing this policy.

11.2. Chris Thomas is responsible for compliance the implementation of this policy.

**12. Complaints regarding operation of system**

12.1. Complaints regarding the CCTV system and its operation must be made in writing to Chris Thomas.

**13. Associated policies and guidance**

• The Data Protection Policy;

• The 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 Chris Thomas

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 Chris Thomas.

To be completed by Applicant:

|  |  |
| --- | --- |
| Date |  |
| Person making request |  |
| Organisation |  |
| Reason for Request |  |
| Crime reference  number |  |

To be completed by the 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:

Chris Thomas FEC, Cornist Rd, Flint, CH6 5HG

All responses are sent via the Royal Mail “Signed for” service. If you would prefer to

collect your information in person please tick this box. We will not re-send packages

which have been returned to us by Royal Mail.

|  |  |
| --- | --- |
| Name |  |
| Postal Address  If your application has been made by post, you must provide proof of ID, e.g. a bank statement or utility bill |  |
| Tel No |  |
| 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 FECholds 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 FEC

(e.g. 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 FEC 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 FEC is satisfied in this regard and has received the 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:

Chris Thomas, FEC, Cornist Rd, Flint, CH6 5HG

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);

• 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.