

INFORMATION LEAFLET FOR THE OPERATION OF CCTV AT HULL COMMUNITY CHURCH

This leaflet contains information and advice about the operation and management of the closed-circuit television (CCTV) systems at Hull Community Church. It also provides information relating to your rights under the General Data Protection Regulation (GDPR).

Why do we have CCTV at Hull Community Church?

Hull Community Church is open to members of the public as well as staff. The CCTV systems help Hull Community Church ensure that volunteers, staff and members of the public are safe and help with preventing and detecting crime.

How is it controlled?

The General Data Protection Regulation provides a legal framework under which all personal data relating to individuals is processed, which extends to the recording of images on CCTV systems. The governmental authority that oversees and enforces the GDPR, the Information Commissioner, has also issued a code of practice that specifically applies to CCTV (CCTV Code). To ensure compliance with the GDPR and the CCTV Code, Hull Community Church have introduced policies and procedures under which the CCTV systems at Hull Community Church are to be operated. This Policy addresses issues such as who may have access to the monitoring and data storage equipment and contains guidelines for the operators to ensure that individual's privacy is respected. Hull Community Church have also registered the CCTV systems in use with the Information Commissioner's Office.

How does it operate

The systems are operated by Hull Community Church and monitored 24 hours a day, every day of the year. Images from the cameras are recorded and held for a minimum of 28 days. If there is no legitimate reason to keep the recording, the data is erased thereafter.

Who uses the images?

Access to the images recorded by the CCTV cameras is restricted and images can only be disclosed in accordance with the DPA and the CCTV Code. As a consequence, persons who are not involved in the operation or supervision of the CCTV systems at Hull Community Church will only be granted access to, or disclosure of, the recorded images where such access or disclosure is necessary for the prevention, investigation and detection of crime, or the apprehension and prosecution of offenders. In every case Hull Community Church requires a written request to be made setting out the reason(s) for which the images are required. Normally disclosure will only be granted to the following third parties:

- Law enforcement agencies;
- Prosecution agencies; and
- Relevant legal representatives.

Can I see the images?

You are entitled to access personal information which is held about you by a third party, which extends to images of you recorded by the CCTV systems at Hull Community Church. If you wish to exercise your right to see such images you will need to complete a Subject Access request form, available from Hull Community Church's reception or by emailing CCTVRequests@hullcommunitychurch.com.

In order for us to be able to locate the relevant images on the Subject Access request form you must be able to clearly identify yourself and the date, time, location in which you think you were recorded. Remember that images will ordinarily be erased 28 days after they were taken. Hull Community Church will respond within 30 days of receiving the required information either identifying the steps taken to comply with the request or setting out the reasons for refusing the request. You cannot ask to see pictures or recordings of other people.

How do I make a complaint?

If you have a complaint, please contact us using the details below and we'll do our best to fix the problem.

If you're still not happy, you can refer your complaint to the Information Commissioner's Office. For more details you can visit their website at <https://ico.org.uk/make-a-complaint>.

CCTV Requests,

Hull Community Church

310 Newland Avenue, Hull HU5 2NB

CCTVRequests@hullcommunitychurch.com