

# 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) system at Hull Community Church. It also provides information relating to your rights under the General Data Protection Regulation (GDPR).

## Introduction

Hull Community Church is open to members of the public as well as staff. The CCTV system is used to reduce crime and monitor the building in order to provide a safe and secure environment for staff and visitors, and to prevent the loss or damage to property. The system comprises of a number of fixed cameras. Hull Community Church has registered the CCTV system in use with the Information Commissioner's Office.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## Positioning of the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. Hull Community Church will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection legislation.

Members of staff should have access to details of where CCTV cameras are situated.

## Storage and Retention of CCTV images

Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 28 days from the date of recording. Images will be automatically overwritten after this point.

Hull Community Church will ensure that appropriate security measures are in place to prevent the unlawful or inadvertent disclosure of any recorded images.

The measures in place include:

- CCTV recording system being located in restricted access areas;
- The CCTV system being encrypted/password protected;
- Restriction of the ability to make copies to specified members of staff

### Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available. When accessing images two authorised members of staff must be present.

A log of any access to the CCTV images, including time and dates of access, and a record of the individuals accessing the images, will be maintained by Hull Community Church.

### Access to and Disclosure of Images to Third Parties

Hull Community Church will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with the Data Protection Legislation.

A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge. Data will be provided to those requests authorised in a permanent format where possible. If this is not possible the third party will be offered the opportunity to view the footage.

Requests should be made by emailing [CCTVRequests@hullcommunitychurch.com](mailto:CCTVRequests@hullcommunitychurch.com) or by calling Hull Community Church on (01482) 470125.

### Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection legislation. Requests should be made by completing the Subject Access request form by emailing [CCTVRequests@hullcommunitychurch.com](mailto:CCTVRequests@hullcommunitychurch.com) or by calling Hull Community Church on (01482) 470125.

Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. Remember that images will ordinarily be erased 28 days after they were taken. Hull Community Church reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

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. Individuals cannot ask to see pictures or recordings of other people.

### Complaints

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>.

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