St John the Evangelist, Hills Road, Cambridge

CCTV – Policy

1. Reasons for installing CCTV

The PCC has installed CCTV in the entrance lobby between the community rooms and the church.

The primary objective for this is to help provide greater security for lone workers at St Johns, particularly those working in the Parish Office. CCTV in the lobby will enable a worker in the office to see what is going on in the lobby and anticipate situations that may create a problem, particularly relating to the personal security of the worker. This is one of a number of measures that are being taken to help the position of lone workers.

As the church is open during the day, use of CCTV may also help in the security of the church buildings and those using the church – and may act as a deterrent to those intending to harm, steal or cause damage.

2. Consultation/ information

The PCC consulted workers prior to making its decision and, prior to installation, took the following steps to inform those who may be affected:

- An article in August 2017 Parish Magazine
- Information in the St John's weekly bulletin for 2 weeks in September 2017
- An email/letter to regular users of the community rooms.

A contact name and email address was given in all communications but no adverse feedback was received.

3. Location of equipment

A single CCTV camera has been positioned in the lobby. The monitor and recorder are located in the Parish Office. The recording is triggered by motion/movement in the lobby.

4. Compliance with Data Protection requirements

The PCC has registered with the Information Commissioner's Office under the Data Protection Act.
Notices informing visitors that CCTV is in use are placed at the external entrances to the lobby and within the lobby.
A privacy impact assessment was been carried out and this has informed the decision and identified issues which were addressed in the development of some of the procedures.

5. Operation of and access to the CCTV system

The CCTV system is set to run 24 x 7, but this will be reviewed annually. The system will not keep images permanently and is programmed to delete images after 30 days. This is being monitored and reviewed.

Anyone working in the Parish Office will be able to view the monitor but access to the recorded images will be limited to:

- Parish Administrator
- Safeguarding Co-ordinator
- Children's worker
- Churchwardens
- Clergy
- Health and Safety Officer.

Data subject requests or requests from third parties (e.g. police) to view the images will be referred to the clergy or churchwardens for authorisation.
Training is being provided to all users of the system. The operation of the system will be reviewed on a regular basis.

6. Responsibility for the CCTV system
Overall responsibility for the system is with the PCC and churchwardens. The Admin and Management Committee will monitor the operation of the system and report to the PCC.

The contact for privacy concerns regarding the system is the Priest in charge.

7. Review
A review of the system and its use was carried out in May/June 2018 (6 months after installation) and a review will be carried out in June of each year.

September 2018