



Watnall Road Baptist Church (WRBC) CCTV Policy

Introduction

Watnall Road Baptist Church (WRBC) operates a CCTV system and the images produced by it are controlled by WRBC who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018).

WRBC have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of its premises and service users. It will not be used for other purposes. WRBC will conduct an annual review of its use of CCTV.

Compliance

Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act. This Policy should therefore be read in conjunction with Watnall Road Baptist Church's Data Protection Policy.

Information processed via its CCTV system may include visual images, personal appearance and behaviours. This information may be about WRBC staff, its customers and clients, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance.

Where necessary or required CCTV information may be required to be shared with data subjects themselves, employees, services users, and police forces making an enquiry.

Cameras have been positioned to avoid capturing the images of persons not visiting the premises and there are visible signs showing that CCTV is in operation; contact details of who is responsible for the system are displayed on the signs. Recorded images will only be retained long enough for any incident to come to light (1 month initially) and the incident to be investigated.

Privacy

The potential impact on individuals' privacy has been identified and considered in the use of the system, and any queries regarding CCTV recordings should be sent to office@wrbc.co.uk

Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.

The WRBC CCTV scheme operates in accordance with the guidelines set out in the 'CCTV Code of Practice' published by the Information Commissioner, and is subject to biennial review.

The next renewal date recorded is April 2020.

The named individual with responsibility for the operation of the WRBC CCTV system is Andrew Clay.

This policy will be reviewed every 2 years.

Next review date: 12th April 2020