

March 2024



CCTV POLICY

PARISH OF HERTFORD ST ANDREW

This Policy was adopted at a
Parochial Church Council meeting held in-person at St Andrew's Church on March 11th 2024

Rev. Alan Stewart

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A POLICY FOR THE OPERATION OF THE CCTV SYSTEM

Hertford St Andrew's Church has in place a Closed-Circuit Television (CCTV) surveillance system. CCTV images are monitored and recorded in strict accordance with this Policy.

1. The purpose of the CCTV system is to provide a means of monitoring the Church building for the purposes of crime prevention, crime detection and public safety.
2. The reason for monitoring is to enable the Church building to be left open and accessible to those who may wish to visit for private prayer and reflection when there is no direct supervision of the building and to protect those who are lone working. It is intended that the presence of the CCTV system will act as a deterrent to anyone who might be intent on actions that might damage the fabric or contents of the building or result in the theft of items from the building or pose a risk to those who are lone working.
3. The CCTV system is owned by Hertford St Andrew's Parochial Church Council, St Andrew Street, Hertford SG14 1HZ. Hertford St Andrew's PCC is the system operator, and data controller, for the images produced by the CCTV system, and is registered with the **Information Commissioner's office, Registration Number ZA440149.**
4. We comply with the [Surveillance Camera Code of Practice](#).
5. The system is managed by **the Churchwardens**.
6. Four motion sensitive cameras are used to monitor inside the Church building 24 hours a day. Images are recorded once movement has been detected and the time and date is superimposed on the image.
7. Other authorised users such as members of the clergy, members of church staff, the Treasurer and other individuals approved by the PCC to have personal access to the Church may also be authorised to access recordings as appropriate to the stated purposes of the system.
8. Data is kept for a maximum of 3 months, after which it is overwritten, unless it is subject to a police investigation. However, images used as evidence which result in a conviction are required by law to be kept securely for the duration of the sentence, which could be more than 20 years. Such images will be securely locked away.
9. Cameras are monitored in a secure private office so incidents identified on CCTV can be responded to. The viewing monitor is switched off when not in use to prevent unauthorised use or viewing.
10. Stored recordings are password protected and are viewed only by those authorised to view them in the event of an incident that requires further investigation by consultation of the recording. Most recordings are not viewed but will be deleted unseen.
11. Images are not shared with any unauthorised person. Images are shared with members of law enforcement, crime prevention bodies and the insurers of the Church building in the event of an incident that requires such access.
12. The system is not used to provide images to the world-wide web, or record sound, or disclose images to the media.
13. A notice is displayed at the main entrance to the building to inform visitors that CCTV monitoring and recording is taking place. The notice indicates who is responsible for the CCTV system and who a visitor should contact if they have reason to enquire about any record that may have been made of themselves (see appendix A).



**Images are being recorded and monitored
for the purpose of public safety,
crime prevention, detection and public safety**

The scheme is operated by

Hertford St Andrew's PCC

**For further information and
data access requests contact:**

standrew.hertford@btinternet.com

**Data is not retained for longer than necessary and is held
securely with access limited to authorised personnel**