

## **ST MARY MAGDALENE, BOLNEY PAROCHIAL CHURCH COUNCIL CCTV POLICY**

1. St Mary Magdalene Church PCC has in place a closed circuit television (“CCTV”) to provide a safe and secure environment for clergy, service users and visitors, and to protect the church property.
2. The CCTV camera is to deter crime, assist the prevention, detection of crime, and the identification, apprehension and prosecution of offenders and to monitor security of church buildings. It is provided and operated to be consistent with an individual’s right to privacy.
3. The CCTV camera is owned by St Mary Magdalene Church, Bolney PCC who are responsible for ensuring compliance with this policy. The CCTV runs 24 hours a day, 7 days a week and is located strategically. CCTV signs are prominently in church to inform clergy, service users, visitors that a CCTV camera is in use.
4. For the purpose of GDPR, CCTV digital images, if they show a recognisable person, are personal data and are covered by the St Mary Magdalene Bolney GDPR policy.
5. Access to recordings are restricted to clergy and trustees that need to have access in accordance with the purposes of the system.
6. Recorded images may only be viewed in church with two trustees present.
7. Disclosure of recorded material will be made to third parties in strict accordance with the purposes of the system and is limited to appropriate members of clergy or trustees and people whose images have been recorded and retained.
8. Should any person visiting St Mary Magdalene Church have any concerns or complaints regarding the operation of the CCTV systems, they should write to the PCC secretary.
9. Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 90 days from the date of recording. At the end of their useful life all images will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints also will be securely disposed of as confidential waste.

**Adopted: 13.1.21 Review annually: 2nd meeting after each APCM**