

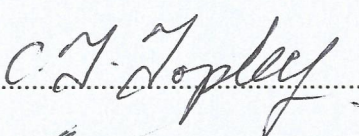
**The Parish of All Saints Clifton**  
**Policy on the Use of CCTV in the Church**

1. The PCC of All Saints Church Clifton has authorised the installation and use of a CCTV system on the church premises. The PCC considered the need for using CCTV following incidents of theft and damage to the church and decided it is required for the prevention and detection of crime on church premises when the church is open during the day and when it is locked at night. The CCTV will not be used for other purposes.
  
2. A CCTV system has been chosen which produces clear images which law enforcement bodies can use to investigate crime and these can easily be taken from the system when required. The potential impact on individuals' privacy has been identified and taken into account in the use of the system and the cameras will only show the rear of worshippers heads and from a distance during church service and other events. Cameras are sited to ensure clear images of any potential theft or criminal damage and to avoid capturing the images of persons not visiting the premises. Sites include:
  - the inside of the front door
  - the outside of the front door
  - the vestry
  - the back vestry /safe
  - the outside of the north wall

There is no audio in use with the CCTV images.

3. There are visible signs showing that CCTV is in operation including a prominently placed sign at the entrance to the church and reinforced with further signs inside the church.
  
4. The images produced by the CCTV are controlled by a nominated "controller" (Mr Kevin Gray) who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (a legal requirement of the Data Protection Act 1998).

5. Images from this CCTV system are securely stored, where only a limited number of authorised persons (the rector, the incumbent churchwardens and the controller) have access to them. The recorded images are only retained for 6 months to allow for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. Except for law enforcement bodies, images will not be provided to third parties.
6. The controller knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.
7. Regular checks are carried out by the controller to ensure that the system is working properly and continues to produce high quality images.
8. The PCC conducts an annual review of the use of CCTV in All Saints Church Clifton.

Incumbent: ..... 

Churchwarden: ..... 

Date: 10<sup>th</sup> February 2020