

## **POLICY FOR USE OF CCTV FACILITIES BY OAKHALL CHURCH CATERHAM (Reg 1156069) (OHC)**

Oakhall Church Caterham is registered with the Information Commissioner's Office (reference no. ZA419108). The Data Protection Officer is Philip Wolstenholme who provides reporting for governance purposes to the OHC Trustees.

This policy is consistent with the guidelines provided by the Surveillance Camera Commissioner and the check list provided by the Information Commissioner's Office.

The lawful basis for collecting CCTV images under Article 6 of GDPR is that of legitimate interests. The measures in this policy are deemed necessary and proportionate to meet the purpose below.

### **Purpose**

OHC has extensive premises including a large car park. Integral to the security of these is a surveillance camera system for live monitoring and recording of images of the church premises. The intention is to provide a secure environment for those using Church premises.

### **Access to data**

Individuals have a right to make a Subject Access Request for a copy of their data. Such requests should be made in writing to the Church office. The office will record the date of the request and how it was met. Information will be provided to a data subject within one month of the date of request. A small charge may be levied to account for the time to service this request.

Information will not be provided to third parties, other than law enforcement agencies for purposes of detection or prevention of a crime.

### **Training**

Staff authorised to access the CCTV system are familiar with it and with processes for reviewing and extracting footage where needed. Staff are conscious of the dangers of misuse of data.

Office staff are able to recognise and respond to requests for personal data.

**Retention**

Data is retained for the minimum period needed for its purpose (up to 4 weeks) and is automatically deleted when no longer required. Data may be quarantined and retained for longer periods in the event of a security incident and upon the request of a law enforcement agency as part of an active investigation.

**Data quality**

CCTV images will be clear and of a high quality and in a format that is exportable which permits subsequent investigation. The system will be checked periodically to ensure that images are of evidential quality.

**Data security**

CCTV images are kept securely on a segregated partition on the Church server that is password protected from unauthorised access and use. View access is confined to those resident in 181 Chaldon Road, the office team and the systems administrator. Security advisories and updates for cameras are implemented promptly by the systems administrator who has overall responsibility for management of the CCTV system.

**Fair processing**

Signs are displayed on Church premises to advise that cameras are in operation. The use of CCTV for security purposes is outlined on the OHC Privacy policy, accessible via the web site

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