



65-CCTV Policy

Policy Statement

This policy has been drawn up and agreed by the Parochial Church Council (PCC) and the Management committee (Cornerstone Preschool). It governs the activities of those involved in the operation and installation of a church's CCTV system. The policy will follow the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2018 on the use of CCTV in public places.

Camera positions have been carefully located to ensure they are appropriate and effective whilst minimising any collateral intrusion. It is impossible, however, to ensure that every incident will be seen or recorded. The CCTV system will be maintained in accordance with the Data Commissioners CCTV Code of Practice Guidelines (2014) and this policy.

Procedure

The installation is for crime and preventative purposes only.

It records continuously and overrides any previous images as it exceeds its storage capacity.

The storage capacity only allows for a maximum of approximately 2 days.

Presently, the authorised persons to view recorded images are the (Operational Manager) Bill Donoghue (Vicar/Chair) Rae Williams (Warden) Ruby Marwat/Iva Juma (if this involves the preschool).

The CCTV is unmanned/not monitored unless there is a need for it.

There is a sound recording feature inbuilt in the system but not activated.

The camera in the garden, where the preschool session is held does not record during occupancy of the preschool.

Data Protection

The system shall be used in accordance with all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and, if appropriate, Regulation of Investigatory Powers Act 2000.

Signage

Signs are displayed at entrance points and within the areas covered by the systems to inform staff, parents and the public.



Management of the System

The overall management of the system is the responsibility of the PCC who have appointed the Operational Manager for the function of Data Controllers.

The system will be managed in accordance with all relevant legislation.

Complaints

Any complaints about the church's' CCTV systems should be addressed to the operational manager. Complaints will be investigated in accordance with this policy.

Breaches of Policy

Misuse of recorded imagery or the system is a disciplinary offence. Any breaches of the policy by church, staff will be individually investigated by the PCC, and appropriate disciplinary actions taken. Disciplinary action can also include prosecution under the data protection act and criminal proceedings.

This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)

Signed on behalf of the preschool...

(Chair)