

STRAIDE PARISH DRAFT POLICY ON CCTV SYSTEMS & DATA MANAGEMENT

Closed Circuit Television System (CCTV) is installed in Straide Church, Parochial House & Church Car Parks and is under the remit of Parish Finance Council.

Purpose of Policy

The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of the internal and external environs of premises under the remit of the Parish Finance Council.

Purpose of CCTV Systems

CCTVs are installed internally and externally on premises for the purpose of enhancing the security of the buildings and associated contents as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation to deter crime, vandalism and theft as an aid to Health and Safety and to the discharge of the parish's duty of care within and/or in the external environs of the premises during both the daylight and night hours each day.

Scope of Policy

This policy applies to all personnel in and visitors to Straide Parish Church & Parochial House and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

General Principles

The Parish Finance Council has a responsibility for the protection of parish property, equipment and other plant as well as providing a sense of security to its visitors to its premises.

The primary aim of CCTV monitoring of Straide Church & Parochial House is to deter crime and vandalism and to assist in the protection and safety of the property and its associated contents and materials.

Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy.

Information obtained through video monitoring may only be released when requested by the Gardai or forwarded voluntarily to the Gardai if it is suspected beyond reasonable doubt that a crime has been committed.

Data from the C.C.T.V. system will be accessed and used in accordance with Data Protection Regulations.

Cameras are located in the following areas:

- Inside the main Church building
- Entrances & Exits
- Sacristy
- Car park areas around the Church and Parochial House
- Entrances to the Parochial House

Signage will be displayed to indicate that CCTV cameras are in operation

The right of access for authorised visitors and invitees to images captured by CCTV cameras shall be in accordance with the Data Protection Acts 1988 & 2003 as outlined below.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts, 1988 & 2003. Under the Data Protection Acts a 'Data Controller' is the individual or the person, in law, who controls and is responsible for the keeping and use of personal information in manual files or in computerised form. The Data Controller in respect of images recorded and stored by the CCTV system in the Church, Parochial House and Car Parks is the Parish Priest.

The personal data recorded and stored by the CCTV system will only be available to the Data Controller and will be used only for the purposes outlined in this policy statement.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system subject to the rights of other individuals whose data may also be stored. Such requests shall be made in writing to the Data Controller and shall be complied with within a maximum of 40 days.

Personal data recorded by the CCTV system shall be retained for a maximum of 30 days. Thereafter, it will be deleted automatically.

The recorded footage and the monitoring equipment shall be securely stored. Unauthorised access to that area is not permitted at any time. The room is locked when not occupied by the Data Controller.

The following procedures shall be followed in the event that An Garda Síochána seek to view or take a copy of CCTV footage from the parish's CCTV systems:

- 1. The Data Controller shall satisfy himself that there is an investigation underway by telephoning the Garda Station of the requesting Garda and speaking to the Station Sergeant or higher or to a member in the District Office.**
- 2. A request from An Garda Síochána must be made in writing on Garda headed notepaper.**

All CCTV systems and associated equipment will be required to be compliant with this policy.

Responsibilities

The Data Controller shall:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by the Parish Finance Council.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Church, Parochial House and Church Car Parks
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring at this location is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or material in compliance with this policy
- Maintain a record of the release of discs or any material recorded or stored in the system
- Ensure that material is not duplicated for release
- Ensure that the perimeter view from fixed location cameras conform to this policy both internally and externally
- Give consideration to, and refer to, the Finance Council any petitions regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment

- Ensure that external cameras are non intrusive in terms of their positions and views of residential housing and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitors are stored in a secure place with access by authorised personnel only
- Ensure that recorded material is retained for period not longer than 30 days and will then be erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other *bona fide* use as approved by the parish Finance Council.

**Parish Finance Council
Parish of Straide
Straide
Foxford
Co. Mayo.**

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