



# CCTV Policy

## Authorised

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

Name: \_\_\_\_\_

Position : \_\_\_\_\_

## CCTV Policy

### **Introduction**

The policy applies to Pastors, employees, Church Leaders and volunteer leaders of Bethel Baptist Church Pontyclun.

The Church will employ the use of CCTV equipment as an aid to both protect the Church premises and to assist with general security.

Insurance companies look favourably on the installation of such technology.

The Church will seek to ensure that the use of CCTV is only used for the stated purposes and no other.

### **Equipment**

The Church will select the most appropriate technical equipment that will satisfy the level of usage required.

From time to time it will become necessary to review both the requirements of the technology and the technology itself in order to maintain the most appropriate levels of support and protection. Reviews will be conducted by the Trustees in association with the Church Centre Manager with agreed upgrades and / or changes implemented and conducted by suitable suppliers.

### **Siting of cameras**

Externally, cameras will be located to the front of the premises to cover the area of the main entrance and car park. Cameras will also be situated to the rear of the premises to cover the rear doors and patio area which cannot be viewed from any public thoroughfare.

Internally, cameras will be situated in the main foyer to monitor access through the main doors, foyer area and corridor leading to the Sports Hall and Minor Hall.

### **Footage inspection and retention**

Security footage from all cameras will be retained for a period of up to 14 days.

Footage will be viewed on a day to day basis by the Church Centre Manager and any incidents or causes for concern reported immediately to the Trustees who will assume responsibility and determine further action.

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All inspection of camera footage will take place at the Church premises, there is no requirement for remote access of live or recorded material.  
It will not be necessary to implement remote access functionality of any CCTV product that may be employed.

### **Authority and points of contact**

The Trustees will retain an overall responsibility and authority for the CCTV implementation together with all aspects of the usage and functionality of the equipment in use.

The Church Centre Manager will be the initial point of contact for the daily management of the equipment, its operation and maintenance.

All enquiries regarding recorded content will be referred to the Trustees for action and response.

### **Viewing of content**

Requests to view content will be treated with the utmost caution and should not be considered matter of course. Such requests will be attended by a member of the Trustees or, when necessary, the Church Safeguarding Officers.

Should it become necessary to refer incidents to a third party e.g. the Police, access to specific content may be retained for longer than the 14 days stated above. On such occasions the necessary content should be secured separately in a locked environment.

All requests to view content should be recorded and made available for future inspection.

### **Signage**

Suitable signs will be displayed to advise the general public of the use of CCTV Technology in and around the Church premises and grounds.