



CCTV POLICY

1. Purpose of CCTV

Excel Church uses CCTV systems on the exterior of its buildings to help:

- Protect the safety and wellbeing of our congregation, staff, volunteers, and visitors.
- Safeguard church property and assets.
- Assist in the prevention and detection of crime.

CCTV is used responsibly and only where it is necessary and proportionate.

2. Scope

This policy applies to:

- Exterior areas of church buildings, including entrances and car parks.
- Any recording equipment owned or operated by Excel Church

CCTV is not used in any indoor areas such as toilets, church hall, or pastoral spaces.

3. Legal Basis

Excel Church operates CCTV in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) CCTV Code of Practice

The lawful basis for processing is legitimate interests, specifically the safety and security of people and property.

4. Transparency & Signage

Clear signage is displayed at entrances and monitored areas stating:

- That CCTV is in operation.
- The purpose (safety and security)
- That Excel Church is the data controller.

Further information is available on request.

5. Camera Use & Positioning

- Cameras are positioned to capture only what is necessary.

- Cameras do not intentionally monitor neighbouring private properties.
- Public areas are recorded only where required for security purposes.

Regular checks are carried out to ensure appropriate positioning.

6. Storage & Retention

- CCTV footage is stored securely.
- Footage is retained for no longer than 60 days and deleted automatically
- Footage may be retained longer if required for an active incident, safeguarding concern, insurance claim, or police investigation.

Once no longer required, footage is securely deleted.

7. Access to Footage

Access to CCTV footage is strictly limited to:

- Senior leadership or trustees authorised by the church.
- External authorities (e.g. police) where legally required.

8. Data Subject Rights

Individuals have the right to:

- Request access to footage in which they appear.
- Request correction or deletion where appropriate.
- Raise concerns about CCTV use.

Requests should be made in writing to office@excelchurch.org.uk and will be managed in line with data protection law.

9. Safeguarding & Accountability

CCTV supports the church's wider safeguarding commitment.

This policy is reviewed periodically to ensure continued compliance and good practice.

Data Controller: Excel Church

Policy Review Cycle: Every 3 years or following significant system changes.