

New Life Church Cardigan Trust

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at New Life Church Cardigan Trust (NLCCT) buildings.

The system comprises a number of cameras located around New Life Church Cardigan Trust buildings. All cameras are monitored within the buildings by the Office Manager and Staff as needed.

POLICY

This Policy follows Data Protection Act Guidelines. The Policy will be subject to review yearly.

The CCTV system is owned by New Life Church Cardigan Trust (charity number: 1080146).

Any use of the CCTV systems will not intrude unreasonably on the privacy of the public or staff.

Monitoring is done expressly for the protection of the public and staff, and consideration is given on the placement of all cameras to avoid areas considered to be inappropriate (toilet areas etc.).

Closed Circuit Television (CCTV) cameras are situated at various locations within the buildings of New Life Church Cardigan Trust (NLCCT) and are placed with the intention of creating a safe, secure environment for all who visit the buildings and for staff who work and volunteer at the premises. CCTV is not in any way intended to invade anyone's privacy, but to ensure the availability of data should the need arise, such as for the police or other services. NLCCT considers it necessary to monitor areas to:

- Safeguard children and the vulnerable
- Provide information for the Police and authorities if necessary
- Observation for Fire and safety purposes
- Protect belongings
- Protect staff
- Inform staff as to who is in the building at any particular time
- Protect New Life Church Cardigan Trust buildings and property.

Signs are displayed throughout the buildings to advise that CCTV is in operation.

Should anyone wish to look at footage this should be discussed with The Centre Manager. Note: should access be required for safeguarding purposes or legally, NLCCT cannot withhold information from the Police or authorities if required.

New Life Church Cardigan Trust is registered with the ICO.

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