

## The Parish of St Philip's Milltown

### CCTV POLICY

#### 1. Introduction

This Policy sets out the code of practice for CCTV images recorded and stored by St Philip's Milltown. The Parish is the "**data controller**" for the purposes of the GDPR.

The Parish has determined that the use of a CCTV system is the most efficient way to protect our premises and keep them secure. We operate CCTV on our premises 24 hours a day and have notices up to this effect. Representatives of the Parish using the CCTV system have been trained and aware of their role and responsibilities.

Any questions about CCTV surveillance should be directed to the Data Protection Sub-Committee as noted in the Parish Data Protection Policy.

#### 2. Storing and Viewing CCTV Information

Images and recordings are collected for specific and legitimate purposes. Cameras are placed externally to assist in protecting the church property. The recording equipment and images are safely stored. Access is limited to authorised personnel and an access log is maintained. Recorded images will only be viewed in private. Images are kept in accordance with our retention policy.

#### 3. Disclosure

Information from the CCTV system will not be shared outside our parish unless required to comply with an order from An Garda Síochána or other legal reasons including insurance claims.

#### 4. Access Requests

Any person whose image is recorded on our CCTV system has the right to seek and be supplied with a copy of their own personal data from the footage. The personal data will where possible be provided in electronic format. Where images of parties other than the requested data subject appear on CCTV footage, these will be pixilated or darkened out before supplying the requestor with footage.

Requests must be made in writing and provide a reasonable indication of the timeframe of the recording being sought. The request must use the data access request available on the GDPR section of the website of the Representative Church Body here: <https://www.ireland.anglican.org/parish-resources/501/general-data-protection-regulation-gdpr#section-501>. The request process is as documented in the Parish Data Protection Policy.

#### 5. Retention

CCTV images are retained for up to 31 days. Thereafter the system automatically deletes the data. Exceptions apply only on foot of instruction from An Garda Síochána or legal undertakings such as insurance claims. We undertake systematic checks to insure compliance with the retention period.

#### 6. Transparency

Clear signs are visible and readable in areas where CCTV is operational. Our CCTV Policy is posted on the noticeboard and the parish website.