**REPRESENTATIVE CHURCH BODY**



**GDPR GUIDELINES**

**CODE OF PRACTICE FOR USE OF CCTV SYSTEMS**

Individuals have the right to be informed about the collection and use of their personal data. Personal data includes information captured by surveillance systems (CCTV). CCTV is capable of placing large numbers of law-abiding people under surveillance and recording their movements as they go about their day to day activities.

We have undertaken a Data Privacy Impact Assessment and agreed that the use of a CCTV system is the best and most efficient way to protect our premise and to keep it secure. We operate CCTV on our premise 24hrs a day and have notices up informing people that this is taking place. Staff using the CCTV system have been trained and are aware of their role and responsibilities.

If you have any questions about CCTV surveillance in this [insert organisation/parish name] please contact:[insert contact name], [insert contact number].

We adhere to the following code of practice:

1. **Storing and viewing CCTV information**

Images and recordings are only collected for specific, explicit and legitimate purposes, and are safely stored so they won’t get damaged. We keep a record of who has access to the system and limit access of live images to the Parish Administrator/Caretaker/Rector. Recorded images will be viewed in a restricted area. We will not hold on to images for longer than has been agreed with in our retention policy, and a record of any irregular deletions from the CCTV system will be documented.

1. **Disclosure**

Information from the CCTV System will not be shared outside of our organisation/parish unless to comply with an order from An Garda Siochana/PSNI or other legal reasons including insurance claims. 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 should be provided in electronic format where possible.

* Where images of parties other than the requested data subject appear on the CCTV footage, we will pixelate, redact or darken out the images of those other parties before supplying a copy of the footage to the requester.
* All dates and times of requests, including details of requester, will be documented.

1. **Retention**

31 days is the length identified by the [insert organisation/parish name] to hold onto recording information. After this time the system automatically deletes the data. Exceptions apply only if instructed to do so from An Garda Siochana/PSNI or other legal reasons including insurance claims.

* There are measures in place to ensure the permanent deletion of information after 31 days
* We undertake systematic checks to ensure that the retention period is being complied with in practice

1. **Letting people know**

We are proactive in letting people know that CCTV is in operation. We have placed clear signs that are visible and readable in areas where CCTV is operational. We have included contact details of the [insert organisation/parish name], the purpose for using the system and details of who to contact with any queries. This code is also on our website and noticeboard.