



## **CCTV Privacy Statement (draft)**

### **1. Introduction**

- 1.1. Rochester Cathedral uses closed circuit television (CCTV) monitoring to protect its main heritage building and ancillary areas and to provide a safe and secure environment for employees, worshippers and visitors to the premises.
- 1.2. Rochester Cathedral has a number of CCTV cameras in operation, in and around the cathedral building and in other areas within the boundaries of Rochester Cathedral. These cameras are owned and operated by Rochester Cathedral who are the Data Controllers.
- 1.3. This policy sets out the details of how the Cathedral will collect, use, and store CCTV images. For more information on your privacy rights associated with the processing of your personal data collected through CCTV images please refer to the Cathedral privacy notice and data protection policy.

### **2. Purpose of CCTV**

- 2.1. The Cathedral has carried out a risk assessment and on the basis of the findings it considers it necessary and proportionate to install and use a CCTV system. The data collected from the system will assist in:
  - Improving the security of the Cathedral, its employees, worshippers and visitors
  - Ensuring the health and safety of employees, service users and visitors to the cathedral building and its estate.
  - Prevention and detection or reducing the incidence of crime
  - Preventing and responding effectively to all forms of possible harassment and disorder
  - Reducing the fear of crime
  - Creating a safer environment for staff and for visitors to the Cathedral
  - Providing emergency services assistance as and when required
  - Assisting with health and safety and other serious occurrences, including employment issues, for example, disciplinary investigations, where appropriate to do so

### **3. Location of cameras**

- 3.1. Cameras are located at strategic points in and around the Cathedral building, principally at the access sites and entrance/exit points. The cameras have been positioned so that they only cover the communal and public areas in and around the premises and have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, staff break rooms or staff kitchen areas.
- 3.2. Every effort has been taken to avoid any camera capturing images of private property, but where this has been unavoidable the Cathedral has activated the privacy mask feature on the CCTV system which blocks specific areas from being viewed to maintain the privacy of residents.
- 3.3. All cameras are clearly visible and appropriate signs are prominently displayed in and around the cathedral so that employees, visitors, suppliers, contractors and others are aware that they are entering an area covered by CCTV.

#### **4. Recording and retention of images**

- 4.1. The Cathedral's CCTV facility, unless there are exceptional circumstances, will only record images. There is no audio recording i.e., conversations are not recorded on CCTV.
- 4.2. Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above.
- 4.3. Images are recorded in real time (24hours a day throughout the year).
- 4.4. As the recording system records digital images, any images that are held on the hard drive of a PC or server are deleted and overwritten on a rolling basis.

#### **5. What personal data do we capture/ use?**

- static and moving images of people and vehicles.

#### **6. Who may we share your data with or receive it from**

- 6.1. We will not contact any third-party organisation to process the data. Should this change in the future this policy statement will be updated
- 6.2. Sometimes the Cathedral may need to share data we have captured with others. This will only be done when it is necessary, or if required to do so by law. When it is necessary, we may disclose footage to specific partners.
- 6.3. We may be asked to provide footage to assist the police with any criminal damage or their investigations. We may also be asked for footage from insurance companies should there be an incident involving car accidents or damage to cars parked on Cathedral premises.
- 6.4. However, there is no planned regular or scheduled sharing of CCTV footage with any external organisation. Should this situation change, this privacy notice will be updated and reissued, to keep you fully aware of how the Cathedral plans to use CCTV footage which you may be captured in.
- 6.5. CCTV footage will only be processed internally by Cathedral staff who are authorised to do so and any other departments where there is a legitimate and lawful reason for their involvement, such as HR colleagues in the event of an investigation.
- 6.6. From time-to-time CCTV on entry points to Cathedral premises may be used for monitoring purposes, to see if there are any issues with security or access. At no time will individuals be the focus of this monitoring.

#### **7. Contact details for the Data Protection Officer**

- 7.1. The Data Protection Officer is the Cathedral's Chief Operating Officer, Simon Lace. If you have any concerns about how the Cathedral is using your data, you can contact the Cathedral's Data Protection Officer by email to: [simon.lace@rochestercathedral.org](mailto:simon.lace@rochestercathedral.org) or in writing to:
  - Chief Operating Officer, Rochester Cathedral, Garth House, The Precinct, Rochester, Kent, ME1 1SX
- 7.2. For more information on how we collect and use personal data please see the Cathedral's Privacy Policy which is accessible on our website.