

MKSI LEICESTER

CCTV POLICY

POLICY DATE: 01/01/2018

CONTACT PERSON: HEALTH AND SAFETY OFFICER

POLICY APPLIES TO: ALL COMMUNITY MEMBERS & VISITORS

IMPLEMENTATION DATE: 01/01/2018

NEXT REVIEW DATE: 01/01/2019

SITE ADDRESS:

MKSI LEICESTER, 17A DUXBURY ROAD, LEICESTER, LE5 3LR

Introduction

- The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system (hereafter referred to as “CCTV”) at MKSI LEICESTER (hereafter referred to as ”the Centre”).
- The Centre uses Closed Circuit Television (‘CCTV’) and similar surveillance systems to ensure site security and the safety of staff, visitors and worshippers.
- Legitimate concerns exist over the use of CCTV. To maintain general confidence, it is necessary to respect individual privacy and ensure adequate control and supervision of these systems, together with scrutiny of their operation.
- As a user of CCTV, the Centre has an obligation to comply with the provisions of the Data Protection Act (DPA) 1998, as these systems invariably require the processing of personal data.
- The system comprises a number of fixed and dome cameras located around the Centre’s site. All cameras can be monitored from inside the Audio Visual room of the Centre.

Purposes of the Centre’s CCTV System

- CCTV monitoring systems are in use throughout the Centre’s both internal and external sites.
- CCTV systems operate to improve the safety and security of the Centre’s community and facilities. The benefits of operating CCTV for these purposes may include reduction of the fear of crime and the provision of a safer public environment for the benefit of those who live or pray, work within the Centre site or are visitors to the site.

The objectives of the Centre's CCTV systems are to

- Provide reassurance by enhancing community safety; protect the Centre buildings and their assets.
- Provide a deterrent to potential offenders; facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- Provide and operate the CCTV in a manner that is consistent with respect for the individual's privacy.

Use of CCTV

- CCTV may focus on the activities of particular people by directing cameras at an individual's activities. This may entail looking out for particular individuals or examining recorded CCTV images to find things out about the people in them, such as identifying an individual who may be engaged in an illegal activity or a witness to a particular action.
- Use of CCTV for anything other than the most basic of surveillance will have to comply with the DPA, but not all their images will be covered in all circumstances. The basic principle is that surveillance entailing taking images concerning an identifiable person's activities are covered by the DPA. If a general scene is recorded without any incident occurring, and with no focus on any particular individual's activities, the images are not covered by the DPA.
- The Centre will ensure the public is made aware of the presence of the system and its ownership by appropriate signage. This sets out the purposes for processing CCTV images, and identifies the Centre as responsible for processing those images.
- All means of recording images belong to, and remain the property of the Centre; Copyright of the images recorded by CCTV cameras is the property of the Centre.
- Materials obtained through CCTV will not be used for any commercial purpose. The material may be released to the media, following discussions with the Police, for use in the investigation of a specific crime, but never for the purposes of entertainment.
- There is currently no sound recording from any part of the CCTV system.
- Images will not be retained for longer than is necessary. While retained, the integrity of the images will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

Managerial Responsibility

- The CCTV installation is entirely owned by the Centre. The Centre's Health and Safety Officer has managerial responsibility for the CCTV scheme.
- Operational management and maintenance responsibility lies with the Health and Safety Officer of the Centre.
- The Centre's Health and Safety Officer at each location is to ensure:
 - o The CCTV is operated in accordance with this Policy and the accompanying Codes of Practice.
 - o The operating procedures for the scheme have been complied with.
 - o The purposes and objectives of the scheme are not exceeded
 - o The regular evaluation and assessment of the usage and efficiency of the system is carried out.
 - o Persons entering the Centre are notified that a CCTV scheme is in operation
- The system is operational, and images are capable of being monitored, for twenty-four hours a day throughout the year.
- The Health and Safety Officer is responsible for ensuring the Centre is compliant with the requirements of the Data Protection Act 1998 and for providing advice to public, visitors, and staff of the Centre.

Access to and disclosure of images to third parties

- All requests must be submitted in writing with the completion of the "CCTV Review Request Form". All requests will be recorded and maintained. Where the request is denied, the reason will be documented.
- Where there is a request for CCTV footage to be reviewed for cameras positioned in the Ladies section of the Centre, the Health and Safety Officer will ensure the footage is reviewed by a female individual from the Management Committee; or any senior female individual from the Ladies Sub-Committee in their absence. This is to ensure that religious etiquettes and beliefs are followed.

- There will normally be no disclosure of recorded images to third parties other than the Police. Where disclosure is made, it will be because the images would assist in a specific criminal enquiry, or to identify a victim, witness or perpetrator in relation to a criminal incident.
- Where disclosure of images from the Ladies section of the Centre is passed on to any third parties such as the Police, the Health and Safety Officer will request the third party our preference that the images are only viewed by female individuals. There is no guarantee that this request will be accepted.

Monitoring Compliance and Complaints Procedure

- There is recognition that members of the Centre and the public may have matters of concern in respect of CCTV operations.
- Any individual who wishes to express a concern in respect of CCTV operations or Centre's compliance should be address those in the first instance to the Health and Safety Officer.
- The Health and Safety Officer will provide advice and assistance to staff, public and visitors on all matters in relation to the DPA 1998, and their individual rights.
- The Health and Safety Officer can be contacted as follows:
 - o By e-mail: health-safety@mksileicester.org

Breaches of the Policy (including breaches of security)

- Any breach of the Policy issued under the Policy by Health and Safety Officer will be investigated and appropriate disciplinary action taken, using the Centre's Procedure.