

## **Father's House, Shaftesbury Surveillance Camera System Policy & Procedure, November 2020**

This Policy has been based on the 12 guiding principles for the use of Surveillance Camera Systems (available from [www.gov.uk](http://www.gov.uk))

1. **Purpose:** The surveillance camera system at Father's House, Shaftesbury has been installed (November 2020) for the security and safety of the Father's House building and car park and those using them. In the weeks prior to installation we have experienced or been informed of a number of incidences of anti-social/criminal behaviour in the carpark and the building was broken into. The purpose of the surveillance system is both to discourage this behaviour and to record it when it happens. We judge this to be a proportionate and appropriate response to the problem. Any recording would be made available to the police to assist them in any subsequent investigation.
  
2. **Effect on individual privacy:** There is no reason to suppose the cameras will pick up images of an intimate or highly personal nature as the areas covered by the surveillance camera system only view public\* or shared spaces. Although the surveillance is 24/7, it is set to record only when there is movement. We do not therefore believe that the system will have an adverse effect on individuals and their privacy. We will review this policy and procedure annually to ensure its use remains justified. The 5 cameras are situated in the following places;
  1. On the roof at the front of the building with a view of the carpark area directly in front of the main building
  2. On the roof at the front of the building with a view of the carpark to the side of the main building
  3. On the Pre-school wall with a view across the main carpark area
  4. Inside the building in the foyer with a view of the front entrance
  5. On the wall outside the offices at the front of the building with a view of the ramps at the side of the main building towards the front of the Pre-school
  
3. **Transparency of use:** We have signage in place to say that surveillance is taking place. The contact point for information about the surveillance camera system or any complaints or subject access requests will be Caroline Watkins, the Father's House administrator who is the person delegated to deal with Data Protection. This Policy and the contact details will be available on the Father's House website.

4. **Clear responsibility & accountability:** Andrew Baddeley and George Powell are responsible for the surveillance camera system activities including images and information collected, held and used. They will be accountable to the Father's House trustees.
5. **Clear policies and procedures:** are in place and they have been communicated to all those in the organisation, including staff, volunteers, Little Acorns Pre-school and to Open House.
6. **Storage of images:** The recorded material is stored securely, on an encrypted system, to maintain the integrity of the information. Images and information will be deleted once their purposes have been discharged. Images and information will be automatically set to delete after 31 days.
7. **Access to images & information:** Access to retained images and information is restricted and is clearly defined. The following staff of Father's House have access to the images and information (live & recorded) in order to monitor any anti-social or criminal activity on the site;
  - Andrew Baddeley
  - George Powell
  - Caroline Watkins
  - Alistair Angus

Viewing of private images will take place in a private area and disclosure of images and information to anyone other than the above will only take place when it is necessary for law enforcement purposes.

8. **System standards:** Surveillance camera system operators have taken into consideration approved operational, technical and competency standards relevant to the system and its purpose and work to meet and maintain those standards.
9. **Security of images:** Surveillance camera system images and information is subject to security measures to safeguard against unauthorised access and use.
10. **Review & audit mechanisms:** A record will be kept of any disclosure of images to the police. The policy and procedure will be reviewed annually

which will include an audit to ensure legal requirements, policies and standards are complied with in practice

11. **Effective use of the system:** As well as the annual review of this policy & procedure those responsible will continually keep the use of the surveillance camera system under consideration to ensure it is in pursuit of a legitimate aim, and there continues to be a pressing need for its use. The aim will be to use the system in the most effective way to support public and property safety and to assist law enforcement by processing images and information of evidential value.

12. **Accuracy of information:** We do not use any specialist technology such as ANPR (Automatic number plate recognition), facial recognition, BWV (Body worn video) or Drones (remotely operated vehicles).

\*Definition of a public place is an **indoor or outdoor area**, whether privately or publicly owned, to which the public have access by right or by invitation, expressed or implied

**This Policy should be read alongside the Father's House Data Protection Policy & Procedure**

Date of last review: Jan 2021  
Next review due: Jan 2022