**CCTV Guidance**

Closed Circuit Television (CCTV) images are used for the prevention, identification, and reduction of crime and to monitor buildings. Signals are not publicly distributed and access to their content is limited only to those authorised to see it.

The use of any CCTV system must comply with the Information Commissioner's Office (ICO) CCTV Code of Practice 2017 to ensure CCTV is used responsibly and safeguards both trust and confidence in its continued use. The Surveillance Camera Code of Practice 2013 also provides statutory guidance on the appropriate and effective use of surveillance camera systems in accordance with Section 30 (1) (a) of the Protection of Freedoms Act 2012 and should be considered as part of this guidance.

CCTV systems can only be used to observe the areas under surveillance to identify incidents requiring a response. Any response should be proportionate to the incident being witnessed. Operation of the CCTV system must be conducted in a professional, ethical, and legal manner, and any diversion of the use of CCTV security technologies for other purposes is illegal.

Any camera used for CCTV recording must be sited, so it only captures images relevant to the purposes for which it is installed. Also, equipment must be carefully positioned to:

* cover the specific area to be monitored only;
* keep privacy intrusion to a minimum;
* provide recordings are fit for purpose and not in any way obstructed (e.g. by foliage);
* minimise the risk of damage or theft.

Cameras should only be monitored in a secure and private location by the named operator. For churches where CCTV is added for security purposes, a fixed and secure lockbox/cabinet could be used for monitoring and viewing CCTV images. Additionally, the data can be accessed via a wireless device in a private room. If a private and secure area is not available, this secure lockbox may be discretely located in an open space, and the data broadcast over a private server and made available via a live stream to the operator.

If viewing on-site, any monitors should be password protected and switched off when not in use to prevent unauthorised use or viewing.

Unless required for evidentiary purposes, the investigation of an offence or as otherwise required by law, all CCTV images must be retained for no longer than 31 calendar days from the date of recording. Where an image is required to be held in excess of this retention period, any recordings will need to be protected against loss or held separately from the surveillance system and retained for a period of 6 months following the date of the last action. Images held in excess of this retention period will be reviewed on a three-monthly basis, and if these are no longer required for evidentiary purposes, these should be deleted.

For CCTV signage please click [here](https://www.dioceseofnorwich.org/wp-content/uploads/2023/10/CCTV-Signage.pdf).

For further information please click [here](https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/cctv).

**List B permission**

The installation of CCTV in a church requires List B permission and an application will need to be submitted via the [Online Faculty System](https://facultyonline.churchofengland.org/home). For step-by-step guidance please click [here](https://facultyonline.churchofengland.org/Data/Sites/1/media/user-manuals/2022/parish_user_manual_2022.pdf).

Please upload the following to the application.

* An explanation of the reason(s) why the installation of CCTV is deemed necessary.
* A signed extract from the PCC minutes confirming:
* The PCC have read and adopted the [CCTV policy](https://www.dioceseofnorwich.org/wp-content/uploads/2024/03/churches-cctv-policy-template-v1.0-5.docx).
* The name of the person the PCC has agreed to be the Data Protection Officer.
* Only the DP Officer will view the footage and it will not be shared on any other platform or with any other person except police authorities if they request it.
* The safeguarding certificate confirming that the Data Protection Officer has completed the basic safeguarding training.
* Details of cameras and other equipment, their proposed location and the location of any cable runs.