



## **Father's House, CCTV Policy & Procedure**

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))

**Purpose:** The surveillance camera system at Father's House, Shaftesbury was installed by Partnership Security in September 2023 for the security and safety of the Father's House building and car park and those using them. The purpose of the surveillance system is both to discourage criminal activity & anti-social behaviour and to record it when it happens. We judge this to be a proportionate and appropriate response to several incidents (including two break-ins) in the period prior to the installation. Any recording would be made available to the police to assist them in any subsequent investigation.

**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. 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. There are 9 cameras situated on the outside of the building and 1 inside in the foyer, Father's House & Open House offices.

**Note\***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.

**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.

**Clear responsibility & accountability:** The CCTV system is installed and maintained by Partnership Security. Andrew Baddeley and George Powell are responsible for the surveillance camera system activities including images and information collected, held and used. They are accountable to the Father's House trustees.

**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.

**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.

**Access to live images & information:**

There are 6 members of staff at Father's House who have access to the Partnership App on their phones. These are Andrew Baddeley, George Powell, Caroline Watkins, Alistair Angus, Phil Williams and Dan Bajorat.

The App allows the users to view live CCTV images from all 10 cameras when not on-site. All 6 users are enabled to remotely arm and disarm the building alarm system and are points of contact for Partnership in the event of an alarm activation.

The cameras allow the users to identify the likelihood that criminal activity is the cause of the alarm activation.

**Note:** In addition, there are screens positioned discreetly in the Father's House office showing the live images from the cameras. These can only be viewed by those already on site.

**Access to retained images and information** is restricted and is clearly defined. The 6 staff members of Father's House mentioned above have access to the images and information (live & recorded) to monitor any anti-social or criminal activity on the site. Viewing of CCTV 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.

**System standards:** Partnership Security have provided a 'Certificate of Conformity' which certifies that they are registered with the Security Systems and Alarms Inspection Board (SSAIB) and that the system installed at Father's House conforms to the relevant British standards and codes of practice.

**Security of images:** Surveillance camera system images and information is subject to security measures to safeguard against unauthorised access and use.

**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.

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

Date of last review: January 2024  
Next review due: January 2024