



# Nederlandse Kerk

Templum Domini Jesu  
The Dutch Church  
7 Austin Friars  
London EC2N 2HA

## CCTV Policy

**Issued: July 2018**

**Revised: n/a**

Images recorded by surveillance systems are personal data which must be processed in accordance with data protection law. The Dutch Church is committed to complying with its legal obligations and ensuring that the privacy rights are recognised and respected.

This policy outlines why we use CCTV, how we will use CCTV and how we will process data recorded by CCTV cameras to ensure we are compliant with data protection law and best practice.

This policy covers all employees, volunteers, trustees, contractors and members of the public who visit the Dutch Church. It does not form part of any contract of employment and we may amend it at any time.

If you have any questions or concerns about this policy please contact the Dutch Church via [trustees@dutchchurch.org.uk](mailto:trustees@dutchchurch.org.uk).

### **1. Reasons for the use of CCTV**

The Dutch Church uses CCTV in the specific sites identified below. We believe that such use is necessary for legitimate business purposes including to:

- deter crime and protect its assets and the assets of its visitors from damage, vandalism and other crime; and
- support law enforcement bodies in the prevention, detection and prosecution of crime.

This list is not exhaustive and other purposes may be or become relevant.

### **2. Position of cameras**

CCTV monitors the Library and the Artist Entrance of the Dutch Church 24 hours a day and this data is continuously recorded.

Camera locations are chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring.

The CCTV system does not record sound.

Images are monitored by authorised personnel 24 hours a day, every day of the year.

### **3. How we will operate any CCTV**

Where CCTV cameras are positioned, signs are displayed at the entrance of the surveillance zone to alert individuals that their image may be recorded. Such signs will contain details of the organisation operating the system, the purpose for using the surveillance system and who to contact for further information, where these things are not obvious to those being monitored.







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In order for us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.

We reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where we consider it necessary to do so.

### **10. Requests to restrict processing**

We recognise that, in rare circumstances, individuals may have a legal right to object to processing. If you need further information about this please contact the Dutch Church via [trustees@dutchchurch.org.uk](mailto:trustees@dutchchurch.org.uk).

This policy will be regularly reviewed to ensure that it meets legal requirements and relevant guidance published by the Information Commissioner's Office.