

Edinburgh Northwest Kirk
CCTV Systems
at Cramond Kirk and Pennywell Kirk
CCTV Policy

Introduction

CCTV systems were installed at Cramond Kirk and Pennywell Kirk, following a number of break-ins, thefts and indiscriminate vandalism and on the advice of Police Scotland Crime Prevention.

Cameras are installed in the areas of highest risk, such as entrance doors. The cameras do not record audio.

Lawful Basis for Relying on the Gathering and Using of CCTV Footage

CCTV is in place for the prevention and detection of crime. This statement is included in Edinburgh Northwest Kirk's Privacy Notice (the Congregation) in Clause 2.

Responsibility for the CCTV Systems

At both Cramond Kirk and Pennywell Kirk, responsibility lies with the Facilities Officer.

External contractors have been appointed for both locations in order to ensure regular maintenance of the systems and external cameras. Any faults arising are reported to the relevant contractor.

Monthly checks of both systems are carried out to ensure that the systems are working as they should and recordings from the cameras are available if required.

Data Controller

The Data Controller is the Congregation of Edinburgh Northwest Kirk jointly with the Presbytery of Edinburgh and West Lothian.

Security Measures in Place to Protect the Data Used

At Cramond Kirk, access to the system is by password which is known only to the Facilities Officer and the facilities assistants. The system is contained within the Facilities Officer's office which is locked when not in use.

At Pennywell Kirk, access to the system is by password which is known to the users of the office. The office is locked when not in use.

All staff with access to systems have received the relevant data protection training.

Any viewing of the recorded data in either location will be in response to an incident or vandalism having taken place, or by the request of a Police Scotland Officer carrying out enquiries into an incident within the local area.

All users, both Church users and external users, of the buildings are advised that CCTV is installed and in use and that, if they are using the grounds, then footage will be captured. They are also advised that the CCTV system is normally only accessed as part of routine maintenance or monthly checks. It may also be accessed when an incident has taken place and footage has to be checked.

Who the Data is Shared With

Data may be required to be shared with Police Scotland Officers carrying out enquiries into an incident within the local area in order to provide evidence.

How Long Data is Retained

The systems at both locations include an automatic overwrite system. Data is collected on a rolling 28-day basis. This means that each day's data is automatically deleted on the 29th day and is no longer available.

Contact Details

If users of the buildings have any concerns about the operation of the CCTV system in either location, they should get in touch via office@cramondkirk.org.uk or tel: 0131 336 2036.