

DIVINE RETREAT CENTRE UK

- Ramsgate -

St. Augustine's Abbey, Ramsgate, Kent CT11 9PA

Tel: 01843 586 904

Email: info@divineuk.org Website: www.divineuk.org



CCTV POLICY (updated March 2023)

INTRODUCTION

This policy sets out how the company's approach to the use of CCTV in the workplace affects employees/ volunteers.

Cameras are located in the corridors, offices, chapels and the car park. Using CCTV is necessary for the company's legitimate interests. Cameras are installed for the purpose of detecting and preventing crime or serious misconduct by the volunteers and the retreatants.

The data controller and the data protection officer is

- *Fr Joseph Edattu VC: 01843586904*
- *Email: frjosephedattuvc@divineuk.org*
- *based at: Divine Retreat Centre, St Augustine's Abbey, St Augustine's Road, Ramsgate, CT11 9PA.*

PURPOSE OF CCTV

The company will not use CCTV for monitoring the work of employees/ volunteers or finding out if they are complying with the company's policies and procedures.

CCTV will be installed only if the company decides after an impact assessment that it is a necessary and proportionate way of dealing with a problem. The company will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of staff privacy, and that any intrusion is fully justified.

In areas of surveillance, signs will be displayed prominently to inform employees/ volunteers that CCTV is in use. If workers access the relevant areas, their images will be captured on CCTV.

LIMITS ON USE OF CCTV

CCTV will not be operated in toilets, private offices, changing rooms, and in the bedrooms unless this is necessary for the investigation of a serious crime or there are circumstances in which there is a serious risk to health and safety or to the operation of the employer's business. CCTV will be used in this way only where it is a proportionate means of achieving the aim in the circumstances.

Covert CCTV will only ever be set up for the investigation or detection of crime or serious misconduct. The use of covert CCTV will be justified only in circumstances



DIVINE RETREAT CENTRE UK

- Ramsgate -

St. Augustine's Abbey, Ramsgate, Kent CT11 9PA

Tel: 01843 586 904

Email: info@divineuk.org Website: www.divineuk.org



where the investigator has a reasonable suspicion that the crime or serious misconduct is taking place and where CCTV use is likely to be a proportionate means of securing evidence. Any covert recording will be strictly time limited.

EVIDENCE FROM CCTV FOOTAGE

CCTV evidence may be used against an employees/ volunteers in disciplinary proceedings only where such evidence tends to show, in the reasonable belief of the employer, that he or she has been guilty of serious misconduct. The employees/ volunteers will be given a chance to see and respond to the images in these circumstances.

STORAGE OF CCTV FOOTAGE

Images from CCTV footage will be securely stored, and only authorised personnel will have access to them. Information would normally be shared with members of the safeguarding team an employee's line manager, and/or managers in the business area in which the footage is taken only if the company has reason to believe that a criminal offence or serious misconduct has occurred. Surveillance information may also be shared with law enforcement agencies for the purposes of detecting crime.

The images will be retained only long enough for an incident to come to light and any investigation to be conducted. In normal circumstances, CCTV footage will be securely deleted after 30 days.

Workers whose images are recorded have a right to view images of themselves and to be provided with a copy of the images. Workers making such a request should provide the company with a photograph or a description of themselves, together with the relevant time and date of the image, so that they may be easily identifiable. If you want to make a request, please send the request to Fr Joseph Edattu VC via email to frjosephedattuvc@divineuk.org.

Workers will be allowed access to such images within one month of the request, although in some cases, particularly where large amounts of data is processed, that time period may be extended to 40 days.

Date Adopted	
Signed	
Review due in	

