



CCTV Policy

PURPOSE

This Policy explains the management, operation and use of the closed-circuit television (CCTV) system and similar surveillance systems at St. Anthony's Catholic Church, Noble Park (hereafter referred to as "the church").

Policy date:	04 March 2020
Contact person:	Parish Secretary, St. Anthony's Catholic Church
Policy applies to:	All parishioners, visitors <u>and other persons entering the property</u>
Responsibility for applying:	St. Anthony's Church staff <u>and St Anthony's School staff</u>
Implementation date:	04 March 2020

SCOPE

This policy applies to the installation of CCTV cameras and similar surveillance systems on church grounds and the use and disclosure of any footage produced by those cameras.

This policy is consistent with:

- the privacy policy of the church
- the Catholic Archdiocese of Melbourne Risk Management checklist
- Victorian privacy law.

POLICY

The church has an obligation to ensure that the church environment is safe and secure, and fulfils the duty of care to parishioners, staff and visitors. The CCTV system exists to assist our church to fulfil these obligations and to prevent and manage other inappropriate behaviour on church grounds.

CCTV provides enhanced capability to protect our church's assets against vandalism and theft. CCTV strengthens our church security by providing an appropriate level of surveillance on church grounds and assists our church to take all reasonable steps to prevent reasonably foreseeable damage on-premise (duty of care). The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures parishioners, staff and visitors that they are protected when on our church grounds.

This policy describes how our CCTV system does this, consistent with Victorian privacy law.

Use of CCTV footage

Consistent with our church's obligations set out above, St. Anthony's Catholic Church may use CCTV cameras to:

- prevent and verify incidents involving a criminal behaviour – of anyone on church grounds
- ensure that there is no staff misconduct
- monitor behaviour – including of parishioners, staff, visitors or members of the public. For example, this means the church may use CCTV footage of incidents to help inform decisions about church opening times
- verify other incidents as deemed inappropriate by the Parish Priest or the Parish Pastoral Council (PPC)
- provide the Parish staff with visual coverage during emergencies

The material may not be released to the media without the consent of the Parish priest. It can be released to the Police, if subpoenaed by the Court or requested by a Litigant for Court. Where children are involved and/or shown on the footage, the material may not be released without the added permission of the school principal.

CCTV cameras are NOT:

- deliberately hidden or covert
- located in private areas such as toilets, changing rooms or staff rooms
- used to monitor parishioners worship habits or staff work habits

Location of CCTV cameras in our church

In our church, CCTV cameras are located in:

- church entrances
- corridors
- gathering Space
- parking areas
- Inside church
- sacristy

A notice is located near each entrance alerting people to the presence of cameras in the church premises.

Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this policy (see 'Use of CCTV footage') and only by the following people:

1. the Parish priest or nominee, including people explicitly authorised by the priest in charge
2. the School Principal
3. the Catholic Archdiocese of Melbourne staff, when required to assist the church for an above purpose
4. any other people permitted by law.

Showing footage to staff, parishioners or volunteers involved in incidents

When using CCTV for the purposes listed in this policy under the heading 'Use of CCTV footage' and only when appropriate, the parish priest may show specific footage of an incident to those directly involved, including relevant staff, parishioners or volunteers.

This means that any person on church premises may be captured on CCTV footage of an incident that the priest may subsequently show to staff, parishioners or volunteers.

The church cannot give copies of CCTV footage to staff, parishioners, volunteers or any other parties. Any requests for a copy of CCTV footage must be made through the Victorian Police or a court of law.

All requests for CCTV footage will be recorded, and records maintained. If a request is denied, a note as to why is to be documented.

Managing and securing the CCTV system

The priest or their nominee is responsible for managing and securing the CCTV system including:

1. Operation of the CCTV system and ensuring it complies with this policy
2. Considering the appropriate location and use of cameras and method for storing CCTV footage
3. Maintaining and upgrading cameras when required.

Ownership of CCTV footage

St. Anthony's Catholic Church, Noble Park owns the CCTV systems and CCTV footage. All means of recording images belong to, and remain the property of, the Church; Copyright of the images recorded by CCTV cameras is the property of the church.

Disclosure of CCTV footage

Our church may only disclose CCTV footage externally as described in this policy or otherwise when permitted by law.

Storage of Footage

CCTV footage is kept for no more than 7 days. If our church has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, our church will manage and securely retain the footage in accordance with records management requirements as issued by the Public Records Office of Victoria.

FURTHER INFORMATION AND RESOURCES

- Victorian Privacy Rights - <https://ovic.vic.gov.au/privacy/for-the-public/your-privacy-rights/>
- CAM Risk Management checklist
<https://www.cam.org.au/Portals/0/2016/documents/CSS6-RiskManagementChecklistForParishes.docx>
- St. Anthony's Catholic Church Privacy Policy

REVIEW PERIOD

This policy was approved by the Parish Pastoral Council on 04 March 2020. It was last updated in March 2020 and is scheduled for review in March 2021.