



CCTV Policy



Phil Walker

Application

This policy is applicable to all FBC staff members, volunteers and visitors.

Purpose

This policy ensures the responsible and effective use of our CCTV system to enhance safety and security on our premises, whilst maintaining the privacy of individuals captured in footage.

Policy

Purpose of the CCTV System:

- Detect and capture evidence of crime, including unlawful access, disturbing the peace, and intentional property damage.
- Actively deter crime and maintain a safe environment for staff, volunteers, and visitors.
- Identify unauthorized users of the premises and monitor external tenant activities.
- Identify any breaches of security protocols or a lapse in security measures.
- Count and monitor building occupancy, providing valuable insights into visitor traffic, capacity utilization, and crowd management.

Hours of Operation: 24/7

Camera Monitoring: CCTV cameras will be monitored onsite and offsite on an ad hoc basis via computer or cellphone.

Reporting and Action on Incidents: Any incidents captured will be reported to the FBC management team and, when necessary, to the leadership team, staff, and the police.

Access and Security of Images: CCTV footage and images can only be accessed and viewed by authorized personnel deemed to be the Management Team, Leadership Team, and Staff team. Access to both short-term and long-term footage is restricted to these authorized individuals for only the purposes of the CCTV system outlined in this policy.

Footage Storage and Retention: FBC will store the footage for up to 90 days, unless it pertains to a specific incident requiring longer retention.

Secure Deletion of Footage: Short-term footage will be automatically and securely wiped from the hard drives by the CCTV software.

Public Queries and Complaints: For queries, the public should contact the Office Manager at info@fbc.nz or 092388544. Complaints can be directed to the Chairperson of the Leadership Team or Senior Pastor.

Handling Complaints: Complaints will be presented to the Leadership for investigation and resolution.

Breach Consequences: Breach of the CCTV policy may result in disciplinary action for employees and volunteers, depending on the severity and outcome of an investigation.

Responsible Personnel: The IT Manager, on behalf of the Management Team, will be responsible for the day-to-day operation of the CCTV system.

Compliance Monitoring and Policy Review: The CCTV system will maintain a digital log of all accesses audited annually by the management team. This policy will be reviewed at least every three years.

Definitions

"CCTV" means closed circuit television which is a reference to camera surveillance systems that capture images and/or sound of individuals or information relating to individuals.

"FBC" refers to Franklin Baptist Church.

Document management and control

Owner: Philip Walker

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