



DOCUMENT NUMBER	CC002
TYPE	Policy
SUBJECT	Use of Closed Circuit TV (CCTV)
AUTHORISED BY	Diocesan Council
DATE AUTHORISED	13 th November 2021

Policy Statement

The Synod of the Diocese of the Northern Territory Incorporated (the Diocese) is committed to creating and maintaining a safe environment. The closed-circuit television (CCTV) images are used to monitor the cathedral and office building and grounds in order:

- To provide a safe and secure environment for staff, members, and visitors, and
- To prevent the loss or damage to church property, and
- For the prevention, identification, and reduction of crime.

The Diocese recognises the need to maintain a balance between privacy, and the safety and security of people and property.

Guiding Principles

CCTV surveillance of the cathedral building is intended for the purposes of:

- Promoting the health and safety of all staff, members and visitors;
- Preventing bullying, abuse, and breaches of codes of conduct;
- Protecting the cathedral buildings and assets, at all times;
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- Supporting the Police in a bid to deter and detect crime;
- Assisting in identifying, apprehending, and prosecuting offenders; and
- Ensuring that the cathedral rules are respected so that the church can be properly managed.

The Diocesan Business Manager, Office Manager (Authorised Operators) and Dean of the Cathedral are authorised to operate the CCTV system within the limits of these policies and procedures. The authorised operators with access to images must be aware of the procedures that need to be followed when accessing recorded images.

The Diocese will ensure:

- Authorised Operators operate under confidentiality agreements they have signed on commencement of their employment.
- The CCTV system is used responsibly, and operators are to be trained in their responsibilities under this CCTV policy.
- Operators are to be made aware of the restrictions in relation to access to, and disclosure of, recorded images.



- The use of the CCTV system will be conducted in a professional, ethical and legal manner and any use of CCTV security technologies for other purposes is prohibited by this policy.
- CTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the church, including, Codes of Practice and Protocols for dealing with complaints of Abuse, Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in related legislation.
- Use of CCTV system will be justified to capture images:
 1. of the perimeter of the cathedral building and grounds for security;
 2. of trespassers in or around the church building and grounds;
 3. of individuals damaging property or removing goods without authorisation;
 4. to investigate property damage where the cause is unknown;
 5. of violence, abuse or anti-social behaviour toward staff, members or visitors;
 6. to verify the presence and movements of individuals in Professional Standards investigations;
- CCTV System images will not be used to monitor normal activities within the cathedral or Diocesan office.
- In order to provide accountability and security:
 1. Operators (remote or onsite) will endeavour to access CCTV footage with another responsible person present (i.e. staff member, parish council member or senior church member), and wherever possible avoid accessing footage alone;
 2. Remote access will be by an authorised person;
 3. All requests for CCTV footage or CCTV investigations by people, other than authorised operators, must be in writing as per forms prescribed from time to time by the Diocesan Business Manager (RCC001).

Information will only be released to external authorities under the following circumstances:

1. Where the information is required by civil authorities in the process of criminal investigation/s.
2. Where the information is relevant to and covered by regulations under Diocesan Professional Standards.

VERSION NUMBER OF THIS DOCUMENT	DATE OF PREVIOUS DOCUMENT	SUMMARY OF CHANGE	REASON FOR CHANGE
V.1			

For completion when document supersedes and existing policy, procedure, or protocol.