



All Souls Unitarian Universalist

Surveillance Camera Policy

1. Surveillance cameras will be installed in places where the security of people and property will be enhanced. Cameras will be placed inside and outside of church building. Cameras will be used in a professional, ethical and legal manner consistent with all church policies. Camera use will be limited to situations that do not violate the reasonable expectation of privacy.
2. Only Surveillance Camera Authorized Personnel (SCAP) will be authorized to access surveillance camera data. The Officers of the Congregation and the Senior Minister will be the SCAP. The Office Administrator may access the data at the direction of any SCAP.
3. When an incident is suspected to have occurred, people authorized by a SCAP may view the images from surveillance camera data, in order to try to identify people shown on camera. The data may be shown to police or other emergency personnel that have been called in, at the discretion of the SCAP.
4. Any time surveillance camera data is accessed, there will be immediate written notification to the Board of Trustees, and to the SCAP. The Secretary of the Congregation will maintain a record of all such access, which shall be available to the Congregation. Whenever any incident occurs, that is substantiated with surveillance data and a congregant (adult or child) is involved, as either victim, suspect or volunteer, the SCAP must be notified in writing.
5. The exterior surveillance cameras will support identification of congregants and visitor at the doors during office, when exterior doors are locked, and monitoring of the property. Access to the live feed in the Office Administrator's office will be permitted.
6. Video recording of the surveillance camera data will be kept for at least of period of twenty-eight (28) days.
7. The installation of additional new surveillance cameras must be approved in advance by the SCAP.