



Diocese of Clonfert

INTERIM GUIDELINES FOR PARISHES ON THE USE OF PARISH WEBCAMS/LIVE STREAMING and CCTV

1.0. Introduction

Church webcams and live-streaming are often not only a matter of convenience for parish communities; they may also be the only option for those who are unable to attend due to age, distance, or disability. Such technology should always be used in compliance with best practice and current relevant legislation. Under such legislation, the recording/streaming of images of any person is considered to be the processing of their personal data and should be protected accordingly. Consequently, we offer the following guidance for parishes for broadcasting and live streaming.

2.0. General Guidance for using Parish Webcams

- Cameras should be installed with due care and respect for church buildings. They should not be permanent fixtures; they should be easily removable without any impact on the building.
- Cameras should only be switched on for the duration of Mass/Liturgy and switched off at the end.
- There should be no live streaming in churches when there is no Mass or Liturgy taking place.

3.0. Data Protection and Child Safeguarding considerations when using web cams and/or live-streaming

- Recording people via a web cam and the subsequent displaying of such images over the internet is regarded as the processing of personal data. One of the key provisions regarding the processing of such data is that it must be done with the consent or knowledge of the individuals concerned.
- Camera shots (images) of the congregation should be wide shots – minimising the possibility of easily identifying individuals with close-up shots.
- Signs should be placed at a range of entrances to the church and in other prominent locations (and in parish newsletters) informing people that web-cams are in operation and by what means they are live-streaming, eg Parish Website, Facebook live, etc.
- Parish workers/volunteers and members of the clergy should sign forms consenting to their image being used for web broadcasting during the course of their regular duties. (this is included in the GDPR consent form for all parish employees/volunteers) Copies of consent forms should be kept as part of parish records.
- In the case of children who may be visible on the sanctuary (eg Altar Servers, etc) signed parental/guardian consent forms are required. (see section 1.16 of Safeguarding Children Parish Handbook for the Western Province) This is included as part of the Parent/Child consent form which can be downloaded from www.clonfertdiocese.ie
- During any broadcast it should be possible to stop transmission, if necessary, by quickly accessing the control panel of the system. If this cannot be done by the priest from near the altar, someone should be delegated to break transmission if needed.
- Parish generated recordings are the property of the Parish and should not be copied or made available to anyone else.
- All recordings should be removed from public viewing within seven days of broadcast and deleted as appropriate.

4.0. Guidelines for using Facebook Live or other social media streaming

- The same signage, permissions and consent for webcams should be in place for Facebook Live or any other social media streaming (see 3.0 above)
- The use of filters are not appropriate for faith broadcasting.
- Comments should be disabled or monitored for inappropriate posts.
- Parish generated recordings are the property of the Parish and should not be copied or made available to anyone else.
- All recordings should be removed from public viewing within seven days of broadcast and deleted as appropriate.

5.0. Live-Streaming/Broadcasting of Funeral Masses/Weddings/ Baptisms/Other liturgical Functions

- Consent to broadcast or live stream any of the above services should not be assumed. Streaming and broadcasting should be discussed and agreed (preferably in writing) with those involved beforehand.
- Third Party providers of live streaming services should only be granted permission on the basis that they have committed in writing to this diocesan guidance. A copy of this guidance should be provided to them.
- All recordings should be removed from public viewing within seven days of broadcast and deleted as appropriate.
- Parish generated recordings are the property of the Parish and should not be copied or made available to anyone.

6.0. Copyright with regard to the use of recorded music over webcams and live streaming

- The laws of copy right for recorded music apply to all music used by choirs or played during liturgical services that are broadcast by means of webcams or live streaming.
- Compliance may be achieved through the purchase of a licence specific to such purposes. (further information is available from the Diocesan Office)

7.0. CCTV Considerations

- CCTV of Closed Circuit Television is a closed recording of images used to protect property.
- It is possible that some cameras can have a dual function – acting as security or CCTV systems as well as providing internet webcasts during liturgical ceremonies.
- If CCTV cameras are in place or if ordinary webcams are being used as CCTV you must have (1) Parish CCTV Policy Statement publicly displayed (copy available from Diocesan Office) and (2) separate signs informing parishioners and the public this is the case.
- All uses of CCTV must be proportionate and for a specific purpose. As CCTV infringes the privacy of the persons captured in the images there must be a genuine reason for installing such a system. If installing such a system, it is required that the purpose for its use is displayed in a prominent position. This would normally be at the entrance.
- The images captured should be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation of that issue.
- Recordings should be stored in a secure environment. Access to recordings should be restricted to persons nominated by the parish and only on a need-to-know basis. A record should be kept of all who access such recordings.

We acknowledge the assistance of the Catholic Communications Office, Western Province GDPR Office and the Clonfert Diocesan Child Safeguarding Committee in the formation of these guidelines.