|  |  |  |
| --- | --- | --- |
| **Practice name** | Gudge Heath Lane Surgery |  |
| Policy Name: | CCTV POLICY AND CODE OF PRACTICE |  |
| Date reviewed | February 2022 |  |
| Next Review | February 2023 |  |

CCTV POLICY AND CODE OF PRACTICE

Closed circuit television (CCTV) is installed at the practice premises for the purposes of staff, patient and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

In order to comply with the requirements of the Data Protection Act 2018, data must be:

* Fairly and lawfully processed
* Processed for limited purposes and not in any manner incompatible with those purposes
* Adequate, relevant and not excessive
* Accurate
* Not kept for longer than is necessary
* Processed in accordance with individuals' rights
* Secure

**Data Protection statement**

1. CCTV is installed for the purpose of staff, patient and premises security.
2. Access to stored images will be controlled on a restricted basis within the practice.
3. Use of images, including the provision of images to a third party, will be in accordance with the practice’s Data Protection registration.
4. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.

**RETENTION OF IMAGES**

Images from cameras are recorded on a computer system (“the recordings”). Where recordings are retained for the purposes of security of staff, patient and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, patient and premises, will not be retained for longer than is necessary (one month).

**REMOVAL OF IMAGES FOR USE IN LEGAL PROCEEDINGS**

In cases where recordings are removed from secure storagefor use in legal proceedings, the following must be documented:

* The name of the person removing from secure storage, or otherwise accessing, the recordings
* The date and time of removal of the recordings
* The reason for removal
* Specific authorisation of removal and provision to a third party
* Any crime incident number to which the images may be relevant
* The place to which the recordings will be taken
* The signature of the collecting police officer, where appropriate

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

* Law enforcement agencies where the images recorded would assist in a specific criminal enquiry.
* People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.