

CCTV Policy & Code of Practice

1. **Introduction**

This policy is in place to confirm our responsibilities for CCTV (Closed-Circuit Television), how we use CCTV and how requests to view our CCTV footage will be responded too.

1. **Legislation**

Our CCTV system is used in accordance with: -

* [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) including chapter 2 “GDPR”
* [Surveillance Camera Code of Practice 2022](https://www.gov.uk/government/publications/update-to-surveillance-camera-code)
1. **CCTV Purpose & Location**

CCTV is installed and covers the following locations: -

This has been installed for: -

CCTV will not be used for any other purpose other than those specified above.

1. **CCTV Promotion**
2. **Responsibility for the CCTV**

### Retention of Images

### Security and Viewing of Images

1. **Access Requests to Images Process**

It is important that access to, and disclosure of, images recorded by CCTV is restricted and carefully controlled. This ensures that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes or to help prevent and detect crime. The following process will be followed: -

### Access Requests Considerations

Managers will make a judgement about disclosing information in line with this policy and as a practice we have the discretion to refuse any requests for information unless there is an overriding legal obligation and below are some items that we should take into consideration: -

### When Information Will Be Disclosed

Disclosure of recorded images will only be made in limited and prescribed circumstances and examples of these are detailed below which also includes our legal obligations: -

If required images include third parties / individuals within the recording, then arrangements will be made to disguise or blur so that they are not readily identifiable.

1. **Complaints**

Should a patient, visitor or contractor have a complaint about the practices CCTV, this will be addressed in line with the practice’s complaints procedure.

**Appendix 1 - Application for CCTV Data Access**

**Section 1: Personal Details**

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| Applicants Details |
| **Full Name** |  | **DOB** |  |
| **Address** |  |
| **Tel No:** |  | **Email:** |  |

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| Details of Patient (If different from above) |
| **Full Name** |  | **DOB** |  |
| **Address** |  |
| **Consent obtained** |  | **Consent Attached** |  |

**Section 2: Request Details**

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| Image Specifics |
| **Date of Request** |  |
| **Reason / Specific incident requesting the image for** |  |
| **Date image required from** |  |
| **Time period for image** |  |
| **Location of camera** |  |
| **Description of who / what may be in the image** |  |

On receipt of a fully completed application a response will be provided as soon as possible and in any event within 20 working days.

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| Practice Use Only – Request Outcome |
| **Request Granted** |  | **Request Refused** |  |
| **Reviewed By** |  | **Date Reviewed** |  |
| **Comments / Refusal Reason** |  |
| **Identity Verified** |  | **Date Verified** |  |

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| Practice Use Only – Request Granted |
| **Proof of ID Provided** | Photo DL |  | Passport |  | Other (list) |  |
| **Identity Verified By** |  | **Date Verified** |  |