

Bourne and Coningsby Dental Practices

CCTV policy

This policy describes how we comply with data protection legislation requirements in our use of CCTV.

Ownership and operation of CCTV

Nicholas Maxey has overall responsibility for CCTV at the practice and the images produced.

Nicholas Maxey is responsible for installing and maintaining the CCTV equipment and storing the images produced. It processes information on behalf of the Bourne and Coningsby Dental Practices who are ultimately responsible for the information obtained from CCTV use at the practice.

The CCTV is operational 24 hours per day, 365 days a year

Purpose of CCTV

We use CCTV recording to:

- Protect the practice premises and property
- Increase the safety of practice patients, staff and visitors
- Deter criminal activity and anti-social behaviour
- Assist in the apprehension, identification and prosecution of offenders
- Provide evidence to a court or tribunal
- Comply with a legal obligation.

Location of CCTV

CCTV cameras at the practice cover the following areas:

1. Behind the reception desk,
2. In the office
3. In the corridor leading to the waiting area and staff car park

The CCTV has audio recording capability.

Audio recordings are only taken in public areas within the Dental Practice. CCTV and Audio are not fitted in the dental surgery, this is to protect the privacy of patients when attending the practice for treatment.

The CCTV monitors (screens) are located in.

1. Behind the reception desk
2. The office
3. The corridor leading to the waiting area and staff car park

Use of CCTV recordings

CCTV images and recordings of personal information and, when using or processing the information, we will respect the legal rights of the individuals shown in the recordings.

We will not share images or recordings except in the following circumstances:

- If requested by the local authority, police or courts for the investigation, prevention or prosecution of anti-social behaviour or criminal activity
- For bringing or defending a legal claim
- To comply with a police warrant or an order given by a court or tribunal.

Access to the CCTV monitors and or recorded images, for the purposes listed above, is restricted to Nicholas Maxey

The CCTV equipment will be checked regularly to ensure that it is in good working order and images recorded are of a sufficient quality to be used for the purposes listed.

CCTV images and recordings will be kept for 5 days, unless they are being used in the investigation of an incident (for example theft, damage or violence). After this time or following the conclusion of an investigation, the recordings will be destroyed and/or irretrievably deleted.

Requests for CCTV recordings

Requests by individuals for recordings of themselves will be processed in line with the practice policy on access to information.

Requests by third parties (such as law enforcement agencies or lawyers) for practice CCTV recordings should be submitted in writing to William Welch or Nicholas Maxey, Bourne and Coningsby Dental Practices will then:

1. Verify the identity of the person / organisation and takes a copy of any identification documents, if required.
2. Decides whether providing the CCTV recording would satisfy one or more of the purposes listed in this policy.
3. Considers the rights of the individuals shown in the CCTV, and balances the protection of these rights against the reasons for the request. Some images may require editing to protect the privacy of individuals.
4. If appropriate, transfers the requested CCTV recordings / images securely to the third party.
5. Keeps a record of the disclosures of CCTV to the third party.

If unsure about providing the requested information to a third party, the Bourne and Coningsby Dental Practice should seek advice from the William Welch(SIRO) or Claire Spencer-Wing (DPO) or the Information Commissioner's Office (ICO).

Review

This policy will be reviewed every 2 years as stated in the attached checklist.

Complaints

Any concerns or complaints about this policy should be raised with Susan Venus Complaints Manager. If the concerns cannot be resolved, the practice may seek advice from the ICO.

Review checklist

March 2019

Action	Date checked	Checked by	Review date
Privacy impact assessment conducted			
ICO notified that CCTV recordings are made at the Practice, and next renewal date noted			
<p>Following problems identified: <i>[list problems – for example, anti-social behaviour]</i></p> <p>Less intrusive alternatives to CCTV surveillance considered but concluded that CCTV is best way to address these issues</p>			
Potential impact on individual privacy identified and considered			
The CCTV system produces clear images that can be used for the intended purpose			
CCTV cameras positioned to cover the areas to be monitored. Images of people who are not entering the practice are not captured			
Visible signs show that CCTV is in operation			
Data processing agreement in place between the practice and the CCTV system providers			
A practice policy explains how individuals can obtain copies of their own images			
CCTV images are retained only for as long as is necessary and then securely deleted			

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