

# **Hillhead Family Practice CCTV policy**

## **Purpose of CCTV**

The Surgery has installed a CCTV system to deter crime, maintain the security of patients, staff, premises, property and equipment.

The system will be provided and operated in a way that is consistent with an individual's right to privacy.

The system will not be used to provide images to the world-wide web for entertainment purposes, record sound or disclose to third parties (unless we are legally required to do so).

## **Owner**

The CCTV surveillance system is owned by Hillhead Family Practice.

The Practice Manager is responsible for the day-to-day operation of the system and ensuring compliance with this policy.

Contact details:

David Fowler

Hillhead Family Practice

33 Stewartstown Road

Belfast

BT11 9FZ

## **Overview of system**

The CCTV system runs 24 hours a day, 7 days a week.

The CCTV system is managed locally by the Practice Manager.

The CCTV system comprises fixed position cameras; monitors; multiplexers; digital recorders and public information signs.

CCTV cameras are located at Hallways, Reception, the Car Park and entrance Lobby.

## **Data protection**

For the purpose of the GDPR and data privacy legislation, Hillhead Family Practice is a data controller and data processor.

CCTV digital images, if they show a recognisable person, are personal data and are covered by the GDPR and data privacy legislation.

## **Access to images**

### General

Access to images will be restricted to specifically authorised staff and in line with the purpose of the system and the GDPR and data privacy legislation.

### Third parties

Disclosure of recorded material that has the capacity to identify people will only be made to third parties in strict accordance with the purposes of the system and is limited to the following:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of disorder
- Prosecution agencies
- An authorised member of staff in the course of an investigation

## **Retention and disposal**

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 30 days from the date of recording.

Images are securely stored and access is restricted to authorised personnel only.

## **Complaints regarding operation of system**

Complaints regarding the CCTV system and its operation must be made in writing to the Practice Manager.