



Closed-Circuit Television (CCTV) Policy

The Riley Dental Studio adheres to the data protection legislation requirements for the use of CCTV.

Purpose of CCTV:

- Protect the practice premises and property.
- Increase the safety of practice patients, staff and visitors.
- Deter criminal activity.

Location of CCTV:

- Reception/Waiting room: 2 cameras, one on reception one facing exit
- Hallway: 1 camera, facing GR surgery/Decontamination Room
- Car Park at the front of building, rear of building and garage

CCTV Recording:

CCTV is operational 24 hours a day, 7 days a week. The CCTV does not have audio recording.

Ownership and Operation of CCTV

Lisa Lawrence has the overall responsibility for CCTV at the practice and the images produced. Gareth Riley is also authorised to retrieve and view the images. Total Automation is responsible for installing and maintaining the CCTV equipment and storing the images produced. It processes information on behalf of Lisa Lawrence who is ultimately responsible for the information obtained from CCTV use at the practice. The recorded images are stored for 30 days after which they are automatically erased from hard drive in the loft

Use of CCTV recordings

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

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.
- To comply with a police warrant or an order given by a court or tribunal.

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.

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 the Lisa Lawrence, who will then:

- Verify the identity of the person/organisation and, if required, take a copy of any identification documents.
- Decide whether providing the CCTV recording would satisfy one or more of the purposes listed in this policy.
- Consider the rights of the individuals shown in the CCTV. Some images may require editing to protect the privacy of individuals.
- If appropriate, transfer the requested CCTV recordings/images securely to the third party.
- Keep a written record of the disclosures of CCTV to the third party.

If unsure about providing the requested information to a third party, the Lisa Lawrence should seek advice from the Information Commissioner's Office (ICO) and their indemnity providers.

Complaints

Any concerns or complaints about this policy should be raised with the Lisa Lawrence. If the concerns cannot be resolved, the practice may seek advice from the ICO or the indemnity providers.

This policy was implemented on **[19.07.2022]**

This policy will be reviewed on **[05.01.2023]**

**Document Change Record
for
CCTV Policy**

The table below is used to register all changes to the policy:

| Published Date | Document Version Number | Pages affected | Description of revision | Author |
|----------------|-------------------------|----------------|-------------------------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |