Elements Medical

CCTV Policy

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Document Details

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- **Current Document Approved By:** Sandra Green
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Document Revision and Approval History

Version	Date	Version Created By	Version Approved By	Comments

1. Introduction

This policy outlines the use of closed-circuit television (CCTV) at Elements Medical. CCTV is used to protect the safety of staff, patients, and visitors, and to safeguard the premises and property from damage, crime, or misconduct.

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2. Purpose

The purpose of this policy is to:

- Ensure transparency in the use of CCTV.
- Outline the areas where CCTV is used.
- Confirm compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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3. Scope

This policy applies to all staff, patients, visitors, and contractors at Elements Medical. It covers the operation of CCTV systems installed on the premises.

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4. Purpose of CCTV Use

The purpose of CCTV at Elements Medical is to:

- Protect the safety, security and wellbeing of staff, patients, visitors and contractors.
- Prevent and detect crime within the organisation and may be used to support the prosecution of offenders.
- Facilitate learning through reflection because of incidents occurring within the monitored areas.

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

This policy applies to all staff, patients, visitors, and contractors at Elements Medical. It covers the operation of CCTV systems installed on the premises.

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5. CCTV Coverage Areas

CCTV cameras are installed and in operation in the following areas:

- The front and rear car parks of the premises.
- All communal areas inside the building (e.g., corridors, waiting areas, reception).

No CCTV cameras are installed or in use within any treatment rooms or private consultation spaces.

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6. Data Protection and Privacy

- CCTV footage is recorded and stored securely in accordance with UK GDPR requirements.
- Access to footage is restricted to authorised personnel only.
- Footage may be shared with law enforcement agencies if requested as part of a criminal investigation.
- Signs are clearly displayed to inform all persons on the premises that CCTV is in operation.

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7. Retention of Footage

- CCTV footage will be retained for a maximum of 14 days, unless required for an ongoing investigation.
- After the retention period, footage will be securely deleted.

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8. Subject Access Requests

- Individuals have the right to request access to footage in which they appear.
- Requests must be made in writing to the Registered Manager and will be responded to within one calendar month.

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9. Third-Party Requests

- Requests for access to CCTV footage from third parties (e.g. insurers, solicitors, or regulatory bodies) will be carefully considered on a case-by-case basis.
- Such requests must be submitted in writing and include the reason for the request, the time and date of the footage, and any identifying details.
- Approval will only be granted where there is a lawful basis to share the footage, in accordance with data protection legislation.
- Where applicable, footage may be redacted to protect the identities of other individuals.

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10. Control of Software and Access to System

- Access to the CCTV system software is strictly limited to authorised personnel only.
- CCTV footage monitors and recording equipment are located in a secure, locked room with restricted access.
- No external companies or third-party vendors have access to the live feeds or stored footage.
- All access is logged and monitored for compliance.

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11. Monitoring and Review

- The CCTV system and this policy will be reviewed annually or sooner if changes in regulation or operations occur.
- Any concerns about CCTV use should be directed to the Registered Manager.