**CCTV Policy**

**Accessing the data**

Data will only be accessed if an incident requires viewing of the recording. Any viewing will be conducted by:

* Alison Davies, Practice Manager,
* Joanne Collings-Jones, Deputy Practice Manager / IG Lead.

**Live viewing**

Monitoring in real time will only be conducted if we have reason to believe an incident is taking place; by activation of the burglar alarm, information from a staff member or neighbour, etc. This viewing will be conducted by

* Alison Davies, Practice Manager,
* Joanne Collings-Jones, Deputy Practice Manager / IG Lead,
* A partner, or other suitable member of staff as delegated by one of the above.

**Recordings**

Data is stored for 1 month from the date it was recorded. Automatic deletion occurs afterwards.

**Patient / General public request for information**

* The member of the public can make the request verbally, or in writing,
* Providing:
	+ A specific date and time
	+ Proof of your identity
	+ A description of themselves, others (if applicable)

**We can decline sharing footage if:**

* other people can be seen in it
* they’re not able to edit out people to protect their identity

**The CCTV owner can invite you to a viewing of the footage if:**

* They’re unable to provide you with the footage itself
* If the two points above don’t apply (decline sharing).
* If sharing the footage could put an ongoing criminal investigation at risk.

[Request CCTV footage of yourself - GOV.UK (www.gov.uk)](https://www.gov.uk/request-cctv-footage-of-yourself#:~:text=You%20need%20to%20make%20a,you%20under%20data%20protection%20law.)

**Police request for information**

**We must:**

* share images with the authorities, such as the police, if they ask for them.

[CCTV installation at your commercial property - GOV.UK (www.gov.uk)](https://www.gov.uk/can-i-use-cctv-at-my-commercial-premises)

Police can get access to our CCTV footage but it must be in accordance with [Section 19 of the Police and Criminal Evidence Act (1984)](https://www.legislation.gov.uk/ukpga/1984/60/section/19). This states that they can have it if they believe “it is evidence in relation to an offence which he is investigating or any other offence”.