



Leeds City Dentalcare CCTV Code of Practice

Introduction

CCTV is installed on the practice premises for the purpose of staff, patient and visitor safety and security.

Cameras are located in the upstairs and downstairs waiting rooms, decontamination area, office, consultation room, reception and each of our 5 surgeries. There are also cameras outside at the front and back of the building.

The use of CCTV falls within the scope of the Data protection Act 1998.

This code of practice follows the recommendations issued by the Data Protection Commissioner in accordance with powers under section 51 (3) (b) of the Data Protection Act 1998

In order to comply with the requirements of the Act the data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals rights
- Secure

In summary

1. CCTV cameras are in operation in: both waiting rooms, office, reception, consultation room, decontamination room, all surgeries and outside of the premises
2. CCTV has been installed solely for the safety and security of our staff, patients and visitors of the practice and the practice premises
3. Images are captured 24hrs a day 7 days a week and are processed via our CCTV capturing devices. These devices are protected & only the practice owner has access to the equipment – he is responsible for ensuring the equipment is working as intended
4. The CCTV captures images only, no audio
5. All CCTV recordings are stored on our CCTV hard drives for no more than 20 days before being wiped
6. Signs informing visitors, staff and patients that CCTV is operation can be found in each area where there is a camera



7. Patients are made aware of the operation of CCTV by the signage in the practice.
8. Visitors and patients have the right to request to see images of themselves on CCTV as part of a Data Protection request (subject access request) This will be provided without charge (due to the upcoming changes and implementation of GDPR) and within 7 days. Any request must be in writing and proof of identification provided.
9. We have followed the guidelines produced by the Information Commissioners Office

Data Protection Statement

1. David Brown is the data controller for Leeds City Dentalcare (under section 4 (4) of the Act and is the practice owner
2. CCTV is installed for the purpose of safety and security
3. Images are stored for a maximum of 20 days
4. Signage is displayed throughout the practice

Retention of images

Images from cameras are NOT recorded on disk/computer systems but on the CCTV system itself & deleted after 20 days.

Access to images

Only the Data Controller (and business owner) David Brown has access to the CCTV images. No other practice staff has access to any CCTV images

Complaints

Complaints must be made in writing to the Practice manager: Tracy Collinson. Where the complainant is a third party, or the complaint or enquiry related to someone else, the written consent of the patients or data subject is required. All complaints will be acknowledged within 3 days and a written response within 10 working days.