

CCTV Policy

The use of closed-circuit television at Leeds City Dentalcare aims to comply with the UK General Data Protection Regulation, Data Protection Act 2018, the ICO data protection code of practice for surveillance cameras and personal information, and with GDC Standards. This policy is reviewed on an annual basis. The CCTV system and the images produced by it are managed by the Practice Owner, David Brown. The data controller is David Brown.

CCTV has been installed in the practice due to practice management being aware of an increase in incidents of violence or theft in reception areas.

Images captured with CCTV will be kept securely and automatically destroyed securely after 2 weeks. Images will only be used for the purposes for which they have been collected. However, it may be necessary to use information recorded on CCTV to assist with a disciplinary investigation where there is a clearly justifiable business case to do so.

To meet requirements:

- The Practice Principle is responsible for managing the CCTV system
- The camera system has been chosen to produce clear images that reduce any privacy risks
- Cameras have been sited with consideration to producing clear images and to avoid capturing images of persons not visiting the practice
- The cameras are not capable of sound recording.
- There are visible signs showing that CCTV is in operation
- Images from the CCTV system are securely stored for 2 weeks, to allow an incident to come to light and be investigated. Following this period the images are permanently erased
- Only the Practice Owner, David Brown is authorised to have access to the images
- Images will not be disclosed to third parties except to police when a suspected criminal offence has been committed
- The practice will respond to subject access requests from individuals for copies of their own images as described in our data protection policy
- The CCTV system is regularly checked to ensure that it is working properly and capturing clear images