**EGLWYSBACH MEDICAL PRACTICE**

**CCTV POLICY AND**

**CODE OF PRACTICE**

CCTC is employed for the benefit of staff and patients in regards to safety and security.

**MAKING AN ACCESS REQUEST**

Please read this leaflet carefully.

Please ask at reception for an access form entitled CCTV application for data access.

Please ensure that the form is fully completed, using a separate sheet of paper if necessary, and return it to the practice with a £10 fee (non-refundable).

Please note that a decision on whether to allow access will be based only on the details provided on the form and accompanying documents. No other information will be requested.

It is therefore essential that full details are provided.

Please send form to: Practice Manager

 Eglwysbach Medical Practice

 Berw Road

 Pontypridd

 CF37 2AA

**IMAGES**

Images will not be retained longer than is considered necessary and will then be deleted.

All images will be held securely and all access requests and access to images will be documented.

Images may record individuals and/or incidents. Not all recordings are designed to identify persons.

Other than in accordance with statutory rights, the release or availability of images will be at the discretion of the practice manager, who is the data controller for the purpose of the Act. Images are held for the prevention and detection of crime and images may be provided to the police or other bodies.

Where access is granted in response to an application received, the image may be edited to exclude images of third parties who may be also included within the requested image, this may be necessary to protect the identify of the third parties. In these circumstances the image released as part of the application may record/identify the data subject only.

Images will be located by the data controller or authorised person.

When assessing the content of the image released, the decision will be taken by the data controller having due regard to the requirements of the Act and code of conduct.

**ACCESS – DATA SUBJECT**

The Data Protection Act 1998 (the Act) (Section 7) specifies the rights of the data subject.

All requests for access must be made in writing on a data access form, which will be provided on request, accompanied by a £10 fee, which is non-refundable should the request be declined.

The form must be fully completed. A response will be provided as soon as possible and, in any event, within 40 days. Where an application is declined, a reason will be given.

**ACCESS – THIRD PARTY**

Access by third parties will be tightly controlled to ensure the confidentiality of individuals. All requests will be in writing on the standard form provided, accompanied by a £10 access fee, which is non-refundable should the application be declined.

Images will only be made available to third parties in limited circumstances and this will generally be restricted to law enforcement agencies.

Where an application is declined, a reason will be given.

**COMPLAINTS**

These must be in writing and be addressed to the practice manager.

Where the complaint is by a third party, and the complaint or enquiry relates to another person, the written consent of the data subject is required. Where this is not possible, full justification must be given.

All complaints will be acknowledged within 7 days, and a response provided within 21 days.

**TERMS USED**

**Data Controller**

This is the controller of the data and the system, as defined in the Act. In this case the data controller is the practice manager.

**Data Subject**

This is the person whose image is recorded within the system and who has rights of access as determined under the Act.

**Third Party**

A person or body other than the data subject who requests access or to whom an image may be provided.