**Kirklands Surgery**

**CCTV Policy**

CCTV Policy and Code of Practice

We have installed a CCTV system in our Surgery. Here's some more information about it.
**Introduction**
Closed circuit television (CCTV) is installed at the Practice premises for the purposes of **staff, patient and premises security**. Cameras are located at various places on the premises, and images from the cameras are recorded.
The use of CCTV falls within the scope of the Data Protection Act 2018

**Why we have installed CCTV**

Ensure the safety of patients, personnel and property

Reduce costs of vandalism

Reduce costs of theft or damage to expensive medical equipment and other valuable asset

Protect staff and patients by deterring and resolving disruptive and violent behaviour in waiting rooms and other public access zone

Reduce risk and cost of theft from surgery

Deter and protect against the threat of patient abductions or abuse

**The Practice's CCTV policy**

CCTV is in place in the waiting room and car park

CCTV has been installed solely for the safety and security of our patients and staff

Images are recorded 24 hours a day, seven days a week and stored on the hard drives of the recording devices. The recording devices are situated in locked rooms and only the manager and owners of the practice have access to the recordings. The manager regularly checks that the CCTV devices are working as intended

All CCTV recordings are stored on our recording devices/ hard-drives for 4 weeks before being deleted.

If you require a copy of our policy, please speak to the Practice Manager.

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