



## **Internal CCTV Policy – Public Buildings**

### **1. Purpose**

The purpose of this policy is to outline the responsible use of Closed Circuit Television (CCTV) systems within Lawson Road Surgery to:

- Enhance the safety and security of staff, visitors, and property.
- Assist in the prevention and detection of crime.
- Support the enforcement of organisational policies and legal requirements.

### **2. Scope**

This policy applies to all CCTV systems operated by [ASA Group] in public-access areas, including entrances, corridors, reception areas, and external perimeters.

### **3. Legal Compliance**

All CCTV operations will comply with:

- Data Protection Act 2018 and UK GDPR.
- Human Rights Act 1998.
- Protection of Freedoms Act 2012 (where applicable).
- ICO's CCTV Code of Practice.

### **4. Responsibilities**

- **Secure3 Systems and ASA Group:** Oversees installation, maintenance, and compliance. Contact number: 01603 271377.
- **Lawson Road Practice Manager and Operations Lead and Patient Services Lead are Authorised Operators:** Trained personnel responsible for monitoring and reviewing footage.
- **Kafico Data Protection Officer (DPO):** Ensures lawful processing of personal data.

### **5. Operation**

- Cameras will operate 24/7 in designated areas.
- Signage will be displayed to inform the public of CCTV use.
- Cameras will not be used in private areas such as toilets or changing rooms.

### **6. Data Storage & Retention**

- Footage will be stored securely and encrypted.
- Retention period: normally 30 days unless required for investigation.
- Access to recordings is restricted to authorised personnel only.

### **7. Access & Disclosure**

- Individuals may request access to footage of themselves via a Subject Access Request (SAR).
- Disclosure to third parties will only occur when legally required or authorised.

### **8. Review & Audit**

- This policy will be reviewed annually.
- Regular audits will ensure compliance with legislation and best practice.

### **9. Breaches**

Dr M Hunt, Dr A Shiner, Dr H Harper, Dr H Fox  
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Any misuse of CCTV systems will be treated as a disciplinary matter and may result in legal action.

Policy review by Maisie Aldous Operations Lead – 21.04.26.

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