Title of Policy:	**Data Protection - CCTV**
Section:	**Operations**

Policy Statement

This policy sets out a Code of Practice for the legal and ethical usage of Closed Circuit Television (CCTV) systems within Carers Choices and any of its properties or services.

This policy is to govern and manage the installation and use of any CCTV systems owned or operated by Carers Choices.

The purpose of Carers Choices CCTV systems is as follows:

- To help provide primary evidence, where appropriate, in regard to legal proceedings that may arise following criminal activities or civil breaches (including safeguarding investigations)
- To help assure the safety and wellbeing of staff, service users and visitors including members of the general public
- To help deter, prevent and detect crime and offenders

Legal Obligations

The Data Protection Act 2018 and UK General Data Protection Regulation set out a legal framework for the capture and processing of images obtained through the operation of a CCTV system.

Carers Choices will ensure that anyone dealing in CCTV images acts as a Data Processor or a Data Controller (as appropriate to their role) and must, therefore, act

in accordance with the requirements of DPA/UK GDPR and the Information Commissioner Code of Practice.

Carers Choices will ensure it maintains an up-to-date registration with the Information Commissoner's Office accordingly.

The principles of the DPA/UK GDPR require that data is:

1. fairly and lawfully processed (obtained, recorded or held)
2. collected and processed only for specified and limited purposes
3. adequate, relevant and limited to what is necessary
4. accurate and where necessary, kept up to date
5. not kept for longer than necessary and kept up to date
6. processed securely

Code of Practice

In recognition of this policy, Carers Choices will ensure:

- Appropriate signage warning of the use of CCTV is displayed clearly in all areas covered by cameras
- The CCTV control room is kept secure at all times
- There are no cameras installed in places where personal activities take place (e.g. toilets, changing rooms, bedrooms); these are designated 'safe spaces'
- All current members of in-house staff acting in a role related to security or the operation of CCTV are properly trained

- That the CCTV system is operated in an ethical manner
- All out of date recordings are disposed of securely in accordance with Carers Choices Data Protection – Retention and Destruction policy

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Caring • Kindness, Compassion and Dignity	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 10: Dignity and Respect Regulation 17: Good governance	Data Protection Act 2018

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden