

Family Dental Centre

CCTV Policy Summary

1. CCTV has been installed for the safety and security of patients, visitors, and staff at the dental practice.
2. CCTV is operational in all communal areas of the dental practice including dental surgeries and kitchen.
3. Images are recorded 24 hours a day, seven days a week and stored on the hard drive of the recording device. The recording device hard drive is situated in the attic only the practice owners have access to this.
4. The CCTV only records images and does not record audio.
5. All CCTV recordings on our recording device's hard drive for 21 days before being wiped.
6. Signs informing visitors that CCTV is in place can be found in patient waiting areas and inside surgeries.
7. Dr Koasha, Dr Chohan and Dr Bains of Family Dental Centre operate the CCTV.
8. The recording device has the capability of transferring data to an external hard drive for cooperation with the relevant authorities. We will only ever do this where there is cause to believe the safety and security of patients/ staff has been compromised. We do not ever share images with other third parties.
9. Visitors to the practice have the right to request to see images of themselves on CCTV as part of a Data Protection request. Like all Data Protection request, this request must be made in writing to the practice manager. We will also require information that will allow us to identify the visitor, the date, and the time if the visit.
- 10. You can request to have the CCTV turned off upon entering the dental surgery for privacy reasons. Please make this request to your dentist when entering the dental surgery.**
11. We have followed the CCTV guidelines produced by the information commissioner's office.
http://www.ico.org.uk/for_organisations/dta_protection

