



The Hospital of St Mary the Virgin (Rye Hill and Benwell) Almshouses Charity

CCTV Policy

Approved by Trustees: June 2024

Next Review: June 2027

Last Reviewed:

Under the requirements of the **Data Protection Act 1998 and GDPR**, the Charity is required to register its CCTV installations and to comply with the **Data Protection Principles**: these are set out in the Charity's Data Protection Policy.

Uses of the Charity's CCTV installations include:

- **security of the premises**
- **safety of staff, residents and visitors**
- **preventing and investigating crime**

The registered **Data Controller** for these purposes is the Charity, and the designated person responsible is the **Manager**.

The Charity's CCTV system consists of :

- Six cameras at Thomas Horsley House, three cameras capturing the main entrance, the side gate and carpark and three internally capturing the rear door entrance way and internal lobby.

The staff listed below, and only these staff, are authorised to operate and access these installations:

- Manager
- The Site Supervisor, with the express permission of the Manager

The staff named above are responsible for the overseeing of these systems and ensuring that they are operating.

All permanent systems which record are now HDD based, and the hard drive will recycle recordings about every 60 days. If a copy of any recorded material is required, it must therefore be made within 60 days.

The following principles will apply in handling and processing this data:

- data will not be shown to any third party without good reason;
- the only person authorised to copy any image is the Manager;
- if data is copied for future disciplinary or legal purposes, the Manager will be responsible for the safe keeping of the copy and for logging its location and viewing by any authorised third party (e.g. a police officer);
- if a copy of any data is passed to an authorised third party (such as the police) the third party will be required to sign a receipt and



statement confirming that they will handle the data in accordance with the Data Protection Act;

- recorded images will only be viewed by the above authorised staff and authorised third parties, and at a location where the images are not visible to other parties; and
- recorded images will not be placed on the Intranet or Internet or any form of social media.

Requests from a data subject to view a recorded image of him/herself should state the reason for the request, the approximate time and the location of the recorded images which they wish to view, and be made to the Manager

The unauthorised operation or use of the CCTV installations by staff other than those named above may be treated as a disciplinary offence. For further information, please contact the Manager.