**Winterton Medical Practice**

**CCTV Privacy Notice**

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| **Version** | **Review Update** | **Published****/Reviewed date** | **Published/Reviewed by** | **Job Title** | **Review Due** |
| 1.0 | First Version | Feb 2022 | Gail Holland | Practice Manager | Feb 2023 |

This privacy notice explains what personal information is collected, what it is used for and who it is provided to. The notice also describes why we require your data, and the legal basis on which we do this. This privacy notice relates to our CCTV system.

It provides additional information that specifically relates to the CCTV service, and should be read together with our Practice Privacy Notice which can be found at:

<https://www.wintertonmedicalpractice.nhs.uk/assets/Docs/Winterton%20Medical%20Practice%20GDPR%20Privacy%20Notice%20mfdref120521a.pdf>

**Data Controller**

Winterton Medical Practice is registered as the Data Controller with the Information Commissioner's Office (ICO) in regard to data we hold about you.

**What personal information does this service use?**

The CCTV system captures images of people and vehicles in the practice grounds where a camera is located. All of our cameras are fixed and there are signs clearly displayed at each location (Winterton Medical Practice and Burton Upon Stather Surgery). We do not operate any covert CCTV.

**What is your information used for?**

We use your personal data for the following reasons:

* deter crime, improve public safety and enhance the general public perception of safety
* assist in the prevention and reduction of anti-social behaviour
* assist in the tracking and apprehension of persons who are suspected of having committed a criminal offence
* deterring violent or aggressive behaviour towards practice staff
* car park management
* protecting the practice property and assets
* assisting in grievances, formal complaints and investigations

**Legal basis for using your information**

Under the General Data Protection Regulations (GDPR) the legal basis for processing is:

* Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
* Article 9(2)(e) - processing relates to personal data which is manifestly made public by the data subject.

**Where has your personal information come from?**

The images are captured because you are present in the area which is covered by the CCTV system.

**Who will we share your personal information with?**

Your personal data may be shared securely with the following, where it is both necessary and appropriate to do so:

* representatives of the person or company whose personal data we are processing
* insurance companies
* ombudsman and regulatory authorities
* courts and tribunals
* police forces
* regulatory bodies
* prosecuting authorities.

Your information will not be disclosed to any other organisations, except where we are required and allowed to by law.

**How long will we keep your information?**

Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

**Transferring your data outside the UK or European Union**

We will not transfer the personal data you have provided outside of the UK or European Union, unless this is permitted in accordance with the Data Protection Act 2018.

**Your rights as a data subject**

The law gives you specific rights over your information. These rights are:

* to be informed of our use of information about you
* of access to information about you
* rectify information about you that is inaccurate
* to have your information erased (the ‘right to be forgotten’)
* to restrict how we use information about you
* to move your information to a new service provider
* to object to how we use information about you
* not to have decisions made about you on the basis of automated decision making
* to object to direct marketing
* to complain about anything the practice does with your information (please see the ‘Complaints’ section below).

Some of the rights listed above apply only in certain situations, and some have a limited effect.

**Changes to this privacy notice**

This notice is kept under regular review to make sure it is up to date and accurate.

**Data Protection Officer (DPO)**

The Practice Data Protection Officer is Barry Jackson of N3i. Any queries in regard to Data Protection issues should be addressed to him at: -

Email: barry.jackson@nhs.net

Postal: Barry Jackson

 Head of Information Governance

N3i

The View

Bridgehead Business Park

HU13 0GD

For queries and urgent responses contact through N3i service desk:

Phone 0300 002 0001

Email dpo@n3i.co.uk

**Complaints**

If we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner’s Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: [www.ico.org.uk](http://www.ico.org.uk/)
Telephone: 0303 123 1113
Post: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF