

Reference Number: UHB 303
Version Number: 2

Date of Next Review: January 2022
Previous Trust/LHB Reference Number:
N/A

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Policy Statement

The purpose of this policy is to ensure that Cardiff and Vale University Health Board:

- Complies with relevant legislation, while also protecting and providing security to individuals, property and/or land which the organisation owns and controls. In order to assist in fulfilling its duty of care to provide protection and security for employees and others who use these properties the organisation has a Closed Circuit Television (CCTV) surveillance system in place at many of these locations.
- Surveillance of any sort can be intrusive and impact on people's privacy. No CCTV will be initiated, installed, moved or replaced until a full Privacy assessment has been undertaken by the security manager. Installation, positioning, movement or replacement of CCTV will take account of the balance of risks to safety and/or security as well as the outcome of the impact assessment.
- The purpose of CCTV is to protect people. It should not be used for management/HR purposes in disciplinary actions except where there is evidence of criminal behaviour.
- Any changes to this policy will require the approval of the Chief Executive. This policy will be reviewed annually to ensure that it continues to be effective and comply with existing legal requirements.
- There will be operational procedures to underpin this policy.

Policy Commitment

The primary purpose of Closed Circuit Television (CCTV) schemes is to help reduce the fear of crime for Health Board staff (particularly those on shifts who are entering and leaving the Health Board premises during the hours of darkness) and to protect Health Board premises from criminal activity.

In addition CCTV may be used to monitor areas that are difficult for staff to monitor areas where patient or public safety could be an issue.

CCTV may be installed in areas where close supervision is required when there is a fear the patient may harm themselves or others.

The particular purpose of all schemes, unless specifically identified as targeted monitoring are in accordance with the following rational

- To detect, prevent and reduce the incidence of crime on Health Board property so maintaining the security of individuals and property in all areas.

Document Title: CCTV Closed Circuit Television Policy	2 of 3	Approval Date: 22/01/2019
Reference Number: UHB 303		Next Review Date: 22/02/2022
Version Number: 2		Date of Publication: 15/07/2019
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- To protect/maintain the wellbeing of patients, staff and Service users and all other persons on UHB property to prevent and detect crime and facilitate the apprehension and prosecution of offenders.
- To reduce incidences of vandalism and criminal damage to property belonging to the Health Board, its employees and visitors.
- To monitor the difficult to observe areas on Health Board sites where there is a real potential for patients to abscond or do harm to themselves or others.
- To provide reassurance and promote a safer environment for all
- To assist in major incidents

Supporting Procedures and Written Control Documents

This Policy and the ‘*supporting procedures*’

- [CCTV Procedure](#)
- Operational Guidance for installation and use of CCTV
- CCTV Maintenance Log
- Daily CCTV Log Sheet
- Guidance on Viewing of CCTV Images
- Guidance on Subject Access Refusals
- Guidance on Image Provisions to 3rd Party or to Police for Legal Proceedings
- Application to Access CCTV images
- Operational Guidance on Body Worn Cameras
- Health and Safety policies

Other supporting documents are:

- Data Protection Act 1998 - <http://www.legislation.gov.uk/ukpga/1998/29/contents>
- General Data Protection Regulation - [General Data Protection Regulation \(GDPR\) – Final text neatly arranged](#)
- CCTV Code of Practice, revised edition, 2008: Information Commissioner’s Office - https://ico.org.uk/for_organisations/data_protection/topic_guides/cctv
- Human Rights Act 1998 - <http://www.equalityhumanrights.com/your-rights/human-rights/what-are-human-rights/human-rights-act>
- Regulation of Investigatory Powers Act 2000 - <http://www.legislation.gov.uk/ukpga/2000/23/contents>
- Freedom of Information Act 2000 (section 40) - <http://www.legislation.gov.uk/ukpga/2000/36/section/40>
- Information Commissioner’s Office – www.ico.gov.uk
- Guidance for the Police use of Body-Worn Devices published July 2007, Police and

Document Title: CCTV Closed Circuit Television Policy	3 of 3	Approval Date: 22/01/2019
Reference Number: UHB 303		Next Review Date: 22/02/2022
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<p>Crime Standards Directorate - http://library.college.police.uk/docs/homeoffice/guidance-body-worn-devices.pdf</p> <ul style="list-style-type: none"> Data Protection CCTV Code of Practice - www.ico.org.uk Operational Procedures for the Control and Use of CCTV Guidance on Body Worn Devices (BDW) 	
<p>Scope</p> <p>This policy covers all employees, persons providing a service, patients and visitors whose image(s) may be captured by CCTV owned and operated by Cardiff and Vale University Health Board.</p>	
Equality Impact Assessment	An Equality Impact Assessment (EqIA) has been completed and this found there to be no impact.
Health Impact Assessment	A Health Impact Assessment is not required for this policy.
Policy Approved by	Health and Safety Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Personal Safety/Security Strategy Group
Accountable Executive or Clinical Board Director	Director of Planning
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	6 October 2015	23/08/2016	New document
2	22 January 2019	15/07/2019	3 yearly review of document