# CCTV system audit

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| **Sheerwater Health Centre** | **Data controller:** **Nine Taylor** |
| **CCTV system audit** | **Date: 01.12.2022** |
| **Requirement** | **Yes** | **No** |
| Is the appropriate signage displayed throughout the organisation advising individuals that CCTV surveillance is taking place? | **Yes** |  |
| Do the signs include who is responsible for operating the system and who to contact for further information? | **Yes** |  |
| Is the system fit for purpose, i.e. does it capture quality images? | **Yes** |  |
| Are all clinical areas excluded from CCTV surveillance? | **Yes** |  |
| Does the system require regular maintenance or calibration? If so, is there an appropriate contract in place to facilitate this? |  | **No** |
| Are images stored using encryption? | **Yes** |  |
| Is access restricted to the images and information which are collected? | **Yes** |  |
| Is there a subject access request form available for individuals and third parties to use to request access to images and information? | **Yes** |  |
| Who can access images and information? **Nine Taylor – Practice Manager****Louise Gray – Deputy Practice Manager** |
| What is the retention period? **30 days** |
| What is the disposal process? **Captured images are overwritten after 30 days** |
| Does the organisation have a CCTV or surveillance policy? | **Yes** |  |
| Does the policy reflect the GDPR? | **Yes** |  |
| Is staff aware of the organisation policy and how to deal with requests and complaints? CCTV system discussed at staff practice meetings? | **Yes****Yes** |  |
| Is the CCTV system included on the organisation asset register? | **Yes** |  |
| Is there a log to record access and disposal? | **Yes** |  |
| What training has staff received in relation to the use of the CCTV surveillance system? **Inhouse discussions at staff practice meetings** |
| Additional comments: |
| **Signed:** |  | **Name:** | **Nine Taylor** |