# 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** | | |