[Sheerwater Health Centre](https://hillviewmedicalcentre.nhs.uk/%22%20%5Co%20%22Hillview%20Medical%20Centre)

[Woking](https://hillviewmedicalcentre.nhs.uk/%22%20%5Co%20%22Hillview%20Medical%20Centre)

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**Privacy Notice – Closed Circuit Television**

Why we process your information We may record CCTV images of people entering, approaching, entering or passing our buildings to:

* Help staff and visitors feel safer
* Act as a deterrent to offenders
* Allow the collection of evidence to help find and convict offenders

Prevent, detect, investigate and prosecute fraud. There will be clear signs outside the relevant buildings to advise you that CCTV is in operation. By law we are required to do this protect the health and safety of our staff and to help protect the property.

Sharing your CCTV recording: Your information may be shared with other organisations if they have a legal right to it.

Keeping your personal information: We will delete recordings 30 days after the CCTV footage was taken. This ensures that any subsequent investigations can be completed.

Your rights: The information you provided will be managed as required by Data Protection law.

You have the right to:

* View a copy of the CCTV recording
* Request that the CCTV recording be deleted if you believe the practice is processing it for longer than is necessary

**Data Controller Contact Details**

Mrs Nine Taylor – Practice Manager

**Data Protection Officer Contact Details**

The Surrey Heartlands CCGs DPO Support Service for GP Practices
Provided by AJ Spinks Ltd

The Surrey Heartlands Primary Care DPO Service is available
Monday-Friday 9:00 – 17:00 (excluding bank holidays) and can be
contacted via:

Telephone: **0203 887 6923**

Email: **ajspinksltd.surreyheartlandsdpo@nhs.net**

Self-service Portal: [**www.ajspinks.freshdesk.com**](https://ajspinks.freshdesk.com/)

**Recipient Or Categories Of Recipients Of The Processed Data**

The data will be shared with Health and care professionals and support staff in this surgery and at hospitals, diagnostic and treatment centres who contribute to your personal care.

**Rights To Object**

You have the right to object to some or all the information being processed under Article 21. Please contact the Data Controller or the practice. You should be aware that this is a right to raise an objection, that is not the same as having an absolute right to have your wishes granted in every circumstance.

**Right To Access And Correct**

You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate medical records deleted except when ordered by a court of Law.

**Retention Period**

The data will be retained in line with the law and national guidance.

**Right to Complain**

You have the right to complain to the Information Commissioner’s Office, you can use their website [**www.ico.org.uk/contact-us**](https://ico.org.uk/global/contact-us/) or calling their helpline on **0303 123 1113** (local rate) or **01625 545 745**.