

APPENDIX D

INFORMATION LEAFLET CCTV

The processing of closed circuit television (CCTV) images is governed by the Data Protection Rules and Regulations. The Information Commissioner's Office has issued a code of practice relating to the use of CCTV systems. All CCTV operators employed by Salisbury NHS Foundation Trust must comply with these rules and regulations and the code of practise.

Salisbury NHS Foundation Trust has installed a CCTV system within its premises.

This system is registered with the Information Commissioners Office to be used for the following purpose.

- Prevention and Detection of Crime

CCTV systems will not be used for any purpose other than that registered with the information Commissioner's Office. Images will not be retained for longer than necessary and will be disposed of after 30 days. Where a criminal offence, security or safety incident has occurred the images may be retained for a longer period.

Images will not be disclosed to other organisations unless this is permitted by an exemption under the Data Protection Rules and Regulations or we are required to disclose by law. Examples of when we may disclose images:

- The investigation, prevention or detection of crime
- The apprehension or prosecution of offenders, securing the health, safety and welfare of persons at work disclosure by court order
- A requirement for disclosure in connection with legal proceedings (including prospective legal proceedings)
- Subject access requests

If you have any questions or wish to make a complaint about the operation of Salisbury NHS Foundation Trust CCTV system, in the first instance please contact:

Customer Care Department
Salisbury District Hospital
Odstock Road
Salisbury
SP2 8BJ