

OPERATIONAL CCTV POLICY THE IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Operational CCTV Policy requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Regular review of the Policy

Frequency of Review

The Operational CCTV policy has been reviewed in line with the introduction of codes of practice by the ICO and Surveillance Commissioners. The CCTV system will be audited annually and the policy reviewed every 3 years.

IMPLEMENTATION PLAN

| Task | Activity | Responsible | Start | End | Status |
|-------------|--|--|--------------|------------|--|
| 1 | Consultation | LSMS to circulate policy documentation for comment to Security Management Group, Health & Safety Committee including Staff Side. | 13/06/18 | 02/07/18 | Policy circulated and updated with comments. |
| 2 | Policy Approval | H & S | 30/07/18 | | Approved |
| 3 | Policy Ratification | OMB | 21/08/18 | | Ratified |
| 4 | Uploaded to Intranet | I.G. | | | |
| 5 | Notification to staff via Intranet Home Page Notice. | I.G | | | |
| 6 | Notification to all Staff via Cascade Brief | Press Officer | | | |
| 7 | Audit compliance (Annual Audit will cover Appendix 1,2,3 ICO CCTV Codes of Practice) | LSMS | On-going | | |
| 8 | Review of Policy every 3 years. | LSMS | On-going | | |