

DEARDEN AVENUE MEDICAL PRACTICE- LITTLE HULTON HEALTH CENTRE

Making an Access Request

Read this leaflet carefully!

Ask at reception in writing to access CCTV Application for Data Access with the reason.

Ensure that the letter fully explains the reasons and return it to the Practice.

Please note that a decision on access (and costs) will be made based only on the details provided within the form and accompanying documents.

No other information will be requested.

It is therefore essential that full details are given.

Send the application to:

The Practice Manager

4 Longshaw Drive

Little Hulton

Worsley

Manchester M28 0BB

Access - Data Subject

The **Data Protection Act 2018** specifies the rights of access of the Data Subject.

All requests for access must be in writing on a Data Access form, which will be provided on request.

The Practice may charge a reasonable fee to provide the footage, depending on the demands of the request.

The form must be fully completed.

A response will be provided as soon as possible and in any event within 40 days. Where an application is declined, a reason will be given.

Images

Images will not be retained longer than is considered necessary and will be then be deleted.

All images will be held securely, and all access requests and access to images will be documented.

Images may record individuals and / or record incidents. Not all recordings are designed to identify persons.

Other than in accordance with statutory rights, the release or availability of images will be at the discretion of the Partners / Principal to the Practice, who are Data Controllers for the purposes of the Data Protection Act.

Images are held to improve the personal security of patients and staff whilst on the premises, and for the prevention and detection of crime, and images may be provided to police or other bodies.

Where access is granted in response to an application received, the image may be edited to exclude images of third parties who may be also included within the requested image. This may be necessary to protect the identity of the third parties. In these circumstances the image

Dearden Avenue Medical
Practice

CCTV Policy & Code of Practice

4 Longshaw Drive
Little Hulton, Worsley
Manchester M28 0BB
0161 983 0011

Complaints

These must be in writing and addressed to the Practice Manager.

Where the complaint is by a third party, and the complaint or enquiry related to someone else, the written consent of the Data Subject is required. Where this is not possible, full justification must be given.

All complaints will be acknowledged within 14 days, and a response provided within 21 days.