**CCTV POLICY**

**Company Name:** OMEGA CARE GROUP LTD

**Address of premises:** 7 STATION ROAD

PRESCOT

MERSEYSIDE

L34 5SN

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Omega Care group Ltd uses closed circuit television (CCTV) images to provide a safe and secure environment for Young people, staff and visitors, and to protect Omega Care group Ltd.

The system comprises: Fixed position cameras; Monitors: Multiplexers; digital recorders; Public information signs. Cameras will be located at strategic points, principally outside the main entrance, within each of the rooms. (Not Bedrooms) No camera will be hidden from view. Signs will be prominently placed at strategic points and at the entrance to the building staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

This document sets out the accepted use and management of the CCTV equipment and images to ensure Omega Care group Ltd complies with the Data Protection Act 1998, Human Rights Act 1998 and other legislation, including to comply with the requirements of the 2008 CCTV Code of Practice, the Regulation of Investigatory Powers Act 2000 and the Private Security Industry Act 2001.

## Purpose of CCTV

**Policy**

Omega Care group Ltd has installed CCTV systems to:

* Deter crime;
* Assist in prevention and detection of crime;
* Assist with the identification, apprehension and prosecution of offenders;
* Assist with the identification of actions that might result in disciplinary proceedings against staff and young people;
* Monitor security of Omega Care group Ltd buildings, and young people (absconding, missing from care etc).
* Safeguard Young person's;

**Guidance**

Before installing and using CCTV at Omega Care group Ltd premises, the following steps should be taken:

1. Assess and document the appropriateness of, and reasons for, using CCTV;
2. Establish and document the purpose of the proposed scheme;
3. Establish and document who is responsible for day-to-day compliance with this policy;
4. Because CCTV involves the processing of personal data, register the scheme with the placing authorities social worker and Omega Care group Ltd safeguarding Policy.

## Recording

### Policy

* Informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording;
* There is good cause to suspect that an illegal or unauthorised action(s) is/are taking place or about to take place.

### Guidance

Any such monitoring will only be carried out for a limited and reasonable amount of time consistent with the objectives of the monitoring, and only for a specific unauthorised activity.

All such occasions will be fully documented showing who made the decision to use covert monitoring and why.

## 4. Cameras

### Policy

Omega Care group Ltd will make every effort to position cameras so that they only cover Omega Care group Ltd premises.

No cameras will focus on any residential accommodation, public areas and entrances excepted.

Omega Care group Ltd will clearly display signs so that staff, Young Persons and visitors are aware they are entering an area covered by CCTV.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

### Guidance

If, for any reason, any neighbouring domestic areas that border Omega Care group Ltd are included in the camera view, the occupants of the property will be consulted prior to any recording, or recording for those areas will be disabled.

Signs will state:

* CCTV on site.

## 5. Images

### 5.1 Quality

#### Policy

Images produced by the equipment must be as clear as possible so that they are effective for the purpose(s) for which they are intended.

#### Guidance

The following standards must be adhered to:

* After installation, make an initial check of the equipment to ensure it works properly.

### 5.2 Retention

#### Guidance

1. For digital recording systems, CCTV images held on the hard drive of a PC or server will be overwritten on a recycling basis once the drive is full, and in any event, will not be held for more than 28 days. Images stored on removable media such as CDs will be erased or destroyed once the purpose of the recording is no longer relevant. All digital recordings will be digitally watermarked to maintain integrity;
2. Do not continue to use media once it becomes clear that the quality of the images has begun to deteriorate;
3. Where the location of the camera and time/date are recorded, these should be accurate. Document the system for ensuring accuracy;
4. Site the cameras so they will capture images relevant to the purpose(s) for which the scheme has been established;
5. Assess whether it is necessary to carry out constant real-time recording, or only at certain times when suspect activity usually occurs or is likely to occur;
6. Cameras should be properly maintained and serviced and maintenance logs kept;
7. Protect cameras from vandalism so that they are kept in working order;
8. In the event that cameras break down or are damaged, there should be clear responsibility for getting them repaired and working within a specific time period.

## 6. Access to and Disclosure of Images to Third Parties

Access to, and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purposes for which they were originally collected.

### 6.1 Access to Images

#### Policy

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Monitors displaying images from areas in which individuals would have an expectancy of privacy should only be seen by staff authorised to use the equipment.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented.

Images retained for evidence should be securely stored.

#### Guidance

Document the following information when media are removed for viewing:

1. Date and time they were removed;
2. The name of the person removing the media;
3. The name(s) of the person(s) viewing the images;
4. The name of the Omega Care group Ltd department to which the person viewing the images belongs, or the person’s organisation if they are from outside Omega Care group Ltd;
5. The reason for viewing the images;
6. The date and time the media were returned to the system or secure storage.

### 6.2 Disclosure of Images

#### Policy

All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

Disclosures to third parties will only be made in accordance with the purpose(s) for which the system is used and will be limited to:

* Police and other law enforcement agencies, where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder\*;
* Prosecution agencies;
* Relevant legal representatives;
* People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings);
* in exceptional cases, to others to assist in identification of a victim, witness or perpetrator in relation to a criminal incident;
* Members of staff involved within Omega Care group Ltd.

\*The registered manager RI or his/her designated agent, is the only person who can authorise disclosure of information to the police or other law enforcement agencies. The Police/Authorities have to put in writing if they want any form of image taken from the Camera footage. The company will respond within 28 days.

#### Guidance

In addition to the information required in [**Section 6.1, Access to Images**](http://www.proceduresonline.com/oracle/childrenshomes/chapters/p_cctv.html#acc_images) above, the following should be documented:

1. If the images are being removed from the CCTV system or secure storage to another area, the location to which they are being transferred;
2. Any crime incident number, if applicable;
3. The signature of the person to whom the images have been transferred.

## 7. Individuals’ Access Rights

### Policy

The Data Protection Act 1998 gives individuals the right to access personal information about themselves, including CCTV images.

The manager responsible for the system will liaise with the Safeguarding Officer or RI to determine whether disclosure of the images will reveal third-party information.

Under the Freedom of Information Act 2000, a copy of this policy will be provided to anyone making a written request for it.

### Guidance

Requests for access to CCTV images must include:

* The date and time when the images were recorded;
* The location of the CCTV camera;
* Further information to identify the individual, if necessary.

### How do I make a complaint?

If you require further information about any aspect of the CCTV systems or you wish to make a complaint, please use the [**Complaints and Representations Procedure**](http://www.proceduresonline.com/oracle/childrenshomes/chapters/p_complaints_represent.html) or alternatively contact:

Omega Care group Ltd

60 Garmoyle Road

Wavertree

Liverpool

L15 3JE