

Blackpool, Fylde and
Wyre Hospitals

NHS Foundation Trust



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Title: Management Of Close Circuit Television (CCTV) Within The Trust							Version Number: 2				
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Scope: Trust Wide							Classification: Organisational				
Author/Originator and Title: Mark Burns, Physical Risk Manager							Responsibility: Clinical Governance Directorate				
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Review Dates: Review dates may alter if any significant changes are made	2003 <input type="checkbox"/>	2004 <input type="checkbox"/>	2005 <input type="checkbox"/>	2006 <input type="checkbox"/>	2007 <input type="checkbox"/>	2008 <input type="checkbox"/>	2009 <input type="checkbox"/>	2010 <input checked="" type="checkbox"/>	2011 <input type="checkbox"/>	2012 <input type="checkbox"/>	
Does this document meet with the Race Relation Amendment Act (2000) Religious Discrimination Act, Age Discrimination Act, Disability Discrimination Act and Gender Equality Regulations? Not Applicable											

1 PURPOSE.

The Trust is committed to ensuring the protection of its staff, patients and visitors in respect of the operation of CCTV on its premises by utilising the potential of CCTV technology to prevent and contain crime and in doing so do all that is reasonable to protect staff, patients and visitors and the Trust.

2 SCOPE.

This policy applies to all employees, including contractors and employees of other organisations on site, and volunteers.

3 POLICY

3.1 PRINCIPLES

Blackpool, Fylde and Wyre Hospitals NHS Foundation Trust has a legal duty to ensure the protection of the Human Rights of its staff, patients and visitors in respect of the operation of CCTV systems at the Trust. The Trust has legal obligations in accordance with the Data Protection Act 1998, the Human Rights Act 1998. This policy provides information on how the Trust complies with the legal requirements in respect of Directed Surveillance by the operation of CCTV on its premises.

The policy defines the relevant sections of the management of CCTV within the Trust. The Trust acknowledges that clear lines of control, use and accountability must underpin its policy and that the principles embodied in its Code of Practice for Use of CCTV will form the basis of the policy.

3.2 DEFINITIONS

Directed Surveillance

This is surveillance that is covert but not intrusive. Surveillance is 'directed' if it is undertaken in relation to a specific investigation or a specific operation which is likely to result in obtaining private information about a person, and one for which it would not be reasonably practicable for an authorisation to be sought for the carrying out of that surveillance. Directed surveillance includes covert physical observation, the recording of conversations when one of the parties concerned is aware recording is taking place and the use of covert CCTV. It may not be deployed in residential premises or in private vehicles.

Intrusive Surveillance

This is covert surveillance must be carried out in relation to anything taking place on residential premises or in any private vehicle. This kind of surveillance must take place by means of either a person or device located inside the residential premises or private vehicle of the person who is subject to the surveillance, or by means of a device planted outside which consistently provides a product of equivalent quality and detail as would a device located inside. This can only be carried out by the Police services.

Surveillance by Covert Human Intelligence Resource

Covert Surveillance is where a person establishes a personal or other relationship with a person for the covert purpose of obtaining information, providing information or disclosing information obtained, as a consequence of the relationship.

Covert

Covert surveillance is carried out in a manner calculated to ensure that the person(s) subject to the surveillance is/are unaware that it is/may be taking place.

The Trust must not take part in Intrusive Surveillance or Surveillance by Covert Human Intelligence Resources. Authorisation for Directed/Covert Surveillance will be sort from the Chief Executive and the Trust Board who will be informed on each occasion when authorisation is requested.

The management of CCTV footage must be in line with recognised standards to ensure that if evidence is required by the Police or Trust Management, the Human Rights of any individuals are maintained and records are kept secure within the Trust (including any physical evidence such as Tapes/Compact Discs).

4 ATTACHMENTS.

None

5 ELECTRONIC AND MANUAL RECORDING OF INFORMATION.

Held By: Directorate/Department/Author

Held in format: Electronic and/or hard copy

Database for Policies, Procedures, Protocols and Guidelines

Archive/Policy Co-ordinators office

6 LOCATIONS THIS DOCUMENT ISSUED TO.

Copy No	Location	Date Issued
1	Intranet	24/09/2008
1	Wards and Departments	

7 OTHER RELEVANT /ASSOCIATED DOCUMENTS.

Procedure No.	Title
Corp/Proc/405	Obtaining Authorisation for Directed Covert Surveillance Procedure
Corp/Proc/406	Management of Close Circuit Television (CCTV) Footage for Evidence Procedure
Corp/Proc/407	Implementation of Close Circuit Television (CCTV) within the Trust Procedure

8 AUTHOR/DIRECTORATE MANAGER APPROVAL.

Issued By	M Burns	Checked	M Aubrey
Job Title	Physical Risk Manager	Directorate	Associate Director Clinical Governance
Signature		Signature	
Date	September 2008	Date	September 2008