



## Use of CCTV in Hospice Building

Wigan & Leigh Hospice uses CCTV to protect its visitors, volunteers, staff and patients.

For the purposes of the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the data controller is Wigan & Leigh Hospice, Kildare Street, Hindley, Wigan, WN2 3HZ. Registered charity 513400

### When may I be filmed on CCTV at Wigan & Leigh Hospice?

CCTV cameras are located both inside the hospice building and in the hospice grounds and car park. Clear signage is in place wherever CCTV cameras are located.

### How is CCTV footage used?

CCTV footage could be used for the following purposes:

- To assess any suspected criminality or security breaches
- To investigate any complaints
- To review the administration of drugs and medicines.

### Why we need this information?

The legal basis we have for using CCTV recording systems are:

- **Public Task**, to ensure the safety and security of our hospice building and anyone using it.

### Who can access CCTV footage?

Hospice CCTV can only be accessed by the Hospice facilities and IT teams, unless express permission has been given by the Director of People and Operations or Clinical Director.

Any requests to view CCTV footage must be documented – with a clear rationale for why the footage needs to be viewed.

CCTV will always be retained on the Wigan & Leigh Hospice secure server, unless permission is given by the Director of People and Operations for it to be downloaded and stored elsewhere. An example of this may be if the police request footage as part of a criminal investigation.

### Retention periods

CCTV footage will be retained for three months unless there is a specific reason to hold it for longer – for example. If it is required for an investigation. It will then be disposed of at the earliest opportunity.