

<b>OAKWORTH MANOR CARE HOME LTD.</b>	<b>Issued: April 2019</b>	<b>Last Reviewed: 09/23</b>
	<b>Next Review: 09/26</b>	
<b>CCTV POLICY</b>		

Oakworth Manor has on site a CCTV system which captures any person having business with Oakworth Manor and living at Oakworth Manor if the service users are outside the premises in an area that is covered by the CCTV cameras.

There is a camera at the front entrance, both side entrances, the back area near to the sheds and one at the back of the building.

There are cameras in the 2 main lounges and one in the dining room. Also, one is positioned on the entrance hallway.

There are two cameras on the ground floor covering the corridor towards the back door (Green) and a camera facing the bedroom doors and the lift in Green.

There are two cameras on the 1st floor covering the corridor towards the lift (Orange) and a camera facing the bedroom doors and the lift in Orange.

A mobile camera has been installed and is moved around the Home to monitor "Hotspot" areas. This is to monitor any incidents that require our attention. These cameras are not and will not be positioned in any area that would compromise the privacy of residents and staff.

There are cameras positioned at all entrances and exits from the Home.  
There is a camera facing the driveway.

The CCTV system uses fixed cameras, there are 13 cameras placed around and inside the Home. Staff and visitors are made aware that CCTV is in use as appropriate signage is in place.

Cameras have been positioned so they do not capture pictures of people not visiting the premises.

The recorded images are stored securely and remain on the system for only 28 days so that images are retained long enough for any incident to be investigated.

The Home is aware that it has an obligation under the data protection act that it has a responsibility for ensuring that personal images are kept confidential, images can be made available to the police if required.