

CCTV Privacy Notice

1. Who We Are

Face Perfect Clinic is the data controller responsible for the processing of personal data collected through Closed Circuit Television (CCTV).

Clinic Name: Face Perfect Clinic

Email: info@faceperfectclinic.co.uk

2. Why We Use CCTV

CCTV is in operation at Face Perfect Clinic for the following purposes:

- To protect the safety and security of patients, staff, and visitors
- To prevent and detect crime or equivalent malpractice
- To monitor the security of the premises
- To support health and safety compliance
- To assist with investigations, including disciplinary or legal matters where appropriate

CCTV is **not used for routine monitoring of staff performance**.

3. What Information We Collect

- CCTV records **video images only**
- No audio recording takes place
- Images may include staff, patients, visitors, and contractors
- Cameras operate only in communal or public areas

CCTV cameras are **not located** in treatment rooms, toilets, or private offices.

4. Lawful Basis for Processing

The lawful basis for processing CCTV images is the Clinic's **legitimate interests**, in accordance with the **Data Protection Act 2018 (as amended)** and **UK General Data Protection Regulation (UK GDPR)**.

These legitimate interests include maintaining safety, security, and protecting people and property.

5. Retention of Images

CCTV footage is retained for **up to 25 days** and is automatically overwritten.

Images may be retained for longer where required for:

- Investigation of incidents
- Law enforcement purposes
- Legal proceedings

Once no longer required, images are securely deleted.

6. Who We Share CCTV Images With

Access to CCTV footage is restricted to authorised personnel only.

Images may be shared with:

- Law enforcement agencies
- Legal or regulatory bodies
- External advisors where appropriate
- Individuals making a valid subject access request

All sharing is lawful, proportionate, and documented.

7. Your Rights

Under data protection law, you have the right to:

- Request access to CCTV images of yourself
- Request correction of inaccurate personal data
- Request erasure in certain circumstances
- Object to processing in specific situations
- Lodge a complaint with the Information Commissioner's Office (ICO)

8. How to Request Access to CCTV Footage

To request access to CCTV footage relating to you, please contact:

Email: info@faceperfectclinic.co.uk

Please include:

- The date and approximate time
- The area of the Clinic you were in
- Proof of identity

Requests are usually responded to within **one month**.

9. Complaints

If you have concerns about how your personal data is handled, please contact the Clinic in the first instance.

You may also raise concerns with the **Information Commissioner's Office (ICO)**:
www.ico.org.uk

10. Review

This CCTV Privacy Notice is reviewed annually or sooner if required.