

21 October 2020

Overall rating

Your overall rating was green.

- 1: Not yet implemented or planned
- 0: Partially implemented or planned
- 8: Successfully implemented
- 0: Not applicable

RED: not implemented or planned

Your business has identified and documented the potential impact on individuals' privacy and taken this into account when installing and operating the CCTV system. You regularly review whether CCTV is still the best security solution.

Suggested actions

You should:

- review whether you require CCTV cameras to address a particular issue faced by your business;
- consider whether alternative solutions might be more suitable; and
- if you decided to install CCTV then undertake a Data Privacy Impact Assessment (DPIA) to consider and address any privacy concerns.

Guidance

- [Surveillance Camera Commissioner website](#)
- [Surveillance Camera Code of Practice](#), GOV.uk website
- [Surveillance Camera Code of Practice – Self Assessment Tools](#), GOV.uk website
- [Guide to the GDPR – DPIAs](#), ICO website

GREEN: successfully implemented

Your business has paid the data protection fee to the Information Commissioner's Office (ICO).

Your business has a policy and/or procedure covering the use of CCTV and has nominated an individual who is responsible for the operation of the CCTV system.

Your business has established a process to recognise and respond to individuals or organisations making requests for copies of the images on your CCTV footage and to seek prompt advice from the Information Commissioner where there is uncertainty.

Your business trains its staff in how to operate the CCTV system and cameras (if applicable) and how to recognise requests for CCTV information/images.

Your business only retains recorded CCTV images for long enough to allow for any incident to come to light (eg for a theft to be noticed) and to investigate it.

Your business has ensured that the CCTV images are clear and of a high quality.

Your business securely stores CCTV images, limits access to authorised individuals and regularly checks that the CCTV system is working properly.

Your business clearly informs individuals of your use of CCTV.

[Bespoke tools have been developed by the Surveillance Camera Commissioner](#) to help organisations prove their surveillance camera systems comply with the code of practice. This code applies to relevant public authorities in England and Wales, but others can adopt it voluntarily. Although, the Information Commissioner and the Surveillance Camera Commissioner have separate roles and powers, they liaise to make sure guidance and tools are consistent.

Thank you for completing this checklist. Please complete our short [feedback survey](#) to help improve our toolkit.

The survey should take around three minutes to complete.

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Appendix 1 Checklist for users of limited CCTV systems monitoring small retail and business premises:

This CCTV system and the images produced by it are controlled by Fernwood Parish Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The Parish Council have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for misuse of the Fernwood Village. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Due for review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	21/10/20	Maria Fox Gardner	1/10/21
There is a named individual who is responsible for the operation of the system.	↓	↓	↓
The problem we are trying to address has been clearly defined and installing cameras is the best solution. The decision should be reviewed on a regular basis.	↓	↓	↓
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	↓	↓	↓
Cameras have been sited so that they provide clear images.	↓	↓	↓
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the signs.	↓	↓	↓
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	↓	↓	↓
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	↓	↓	↓
Except for law enforcement bodies, images will not be provided to third parties.	↓	↓	↓
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	↓	↓	↓
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advise from the Information Commissioner as soon as such a request is made.	↓	↓	↓
Regular checks are carried out to ensure that the system is working properly and produces high quality images	↓	↓	↓

Please keep this checklist in a safe place until the date of the next review.

