

# **CCTV Operational Policy, Management Audit and System Performance Assessment Documentation.**

## **Client and other named locations.**

### **1.0 INTRODUCTION**

**1.1 Rationale**

**1.2 Operating principles**

### **2.0 CCTV POLICY**

**2.1 Policy Statement**

**2.2 Notification to the Information Commissioners Office (ICO)**

**2.3 Registered Data Controller, Data Protection Officer**

**2.4 Purpose of the CCTV system**

**2.5 Responsibilities of the system operator and Data Processors**

**2.6 Data Protection Impact Assessment (DPIA)**

**2.7 Data Subject Access Request (DSAR) and Redaction**

**2.7 Complaints procedure**

### **3.0 IMPLEMENTATION AND COMPLIANCE**

**3.1 Responsibilities of all staff**

**3.2 Corporate oversight**

**3.3 Training**

**3.4 Monitoring compliance**

### **4.0 DISTRIBUTION**

### **5.0 OPERATIONAL PROCEDURES FOR THE USE OF CCTV**

**5.1 Cameras**

**5.2 Camera signage**

**5.3 Quality of images**

**5.4 Storage and control of data**

**5.5 Data Subject Access Request (DSAR) and disclosure of data to third parties and data subjects**

**5.6 Training**

### **6.0 CCTV MANAGEMENT AUDIT**

**6.1 System location and site information**

**6.2 Data Processor and security operatives**

**6.3 Record keeping**

**6.4 Training**

### **7.0 CCTV system performance assessment**

**7.1 System location**

**7.2 System description**

**7.3 System service provider**

**7.4 Cameras**

**7.5 Recording, monitoring, security of equipment & control room.**

**7.6 CCTV warning signs**

## **8.0 Summary**

**8.1 CCTV Management and recommendations**

**8.2 CCTV System and recommendations**

**8.3 CCTV Proposed control room operation and recommendations**

## **9.0 Systems impact on crime**

**9.1 Systems Impact on Crime and other recorded incidents:**

## **10.0 Appendix**

**10.1 ICO notification as published on public register.**

**10.2 ICO CCTV Code of Practice 2015**

**10.3 Surveillance Camera Commissioners Code of Practice 2014**