

CCTV Checklist

Purpose

Do you have a clearly defined purpose for installing CCTV? Will the use of the personal data collected by the CCTV be limited to that original purpose?

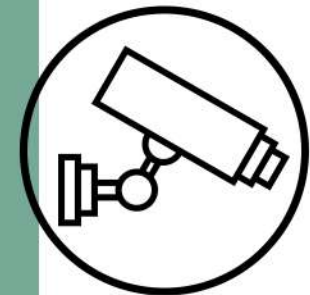


Lawfulness

What is the legal basis for your use of CCTV? Is the legal basis you are relying on the most appropriate one?

Necessity

Can you demonstrate that CCTV is necessary to achieve your goal? Have you considered other solutions that do not collect individuals' personal data?



Proportionality

If your CCTV system is to be used for purposes other than security, are you able to demonstrate that those other uses are proportionate?

Security

What measures will you put in place to ensure that CCTV recordings are safe and secure, both technically and organisationally?



Retention

How long will you retain recordings for, taking into account that they should be kept for no longer than is necessary for your original purpose?

Transparency

How will you inform people that you are recording their images and provide them with other information required under transparency obligations?

