CCTV Checklist:

This CCTV system and the images produced by it are controlled by: Ewyas Harold Group Parish Council, who is responsible for how the system is used under the UK GDPR and Data Protection Act 2018.

Ewyas Harold Group Parish Council have considered the need for using CCTV and have decided it is necessary for the prevention and detection of crime and for protecting the safety of individuals, or the security of premises. We will not use the system for any incompatible purposes and we conduct regular reviews of our use of CCTV to ensure that it is still necessary and proportionate.

Checked Date	By	Date of next Review
If our system is processing footage of identifiable individuals and is processing personal data, we have registered as a controller and submitted a relevant data protection fee to the Information Commissioner's Office (ICO). We have also recorded the next renewal date.	PC Clerk	May 2027
There is a named individual who is responsible for the operation of the system.	PC Clerk	May 2027
Prior to processing we have clearly defined the problem we are trying to address. We regularly review our decision to use a surveillance system.	Annually	May 2027
We have identified and documented an appropriate lawful basis for using the system, taking into consideration Article(s) 6, 9 and 10 of the UK GDPR and relevant Schedules of the DPA 2018.	PC Clerk – see policy	May 2027
Our system produces clear images which we can easily disclose to authorised third parties. For example when law enforcement bodies (usually the police) require access to investigate a crime.	Yes – Clerk can access	May 2027
We have positioned cameras in a way to avoid any unintentional capture of private land or individuals not visiting the premises.	Yes	May 2027
There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s) if it is not obvious who is responsible for the system.	Yes	May 2027
We securely store images from this system for a defined period and only a limited number of authorised individuals may have access to them.	Yes	May 2027
Our organisation knows how to respond to individuals making requests for copies of their own images, or for images to be erased or restricted. If unsure the controller knows to seek advice and guidance from the Information Commissioner's Office (ICO) as soon as a request is made.	Yes	May 2027