Essential Policies and Assessments

Policies You Must Have:

- ✓ **CCTV Policy/Privacy Policy:** A clear policy outlining the purpose, use, and management of the CCTV system. This policy should also outline the rights available to any affected data subject.

- ✓ **Retention Policy:** Specifies the duration for which footage is kept and how it's securely deleted.

- ✓ **Third-Party Agreements:** If using external providers (such as VS Ware, Aladdin, etc.), you need a contract (Data Processing Agreement) to ensure that your controller/ processor contract complies with the GDPR.

Assessments - Recommended:

- ✓ **Data Protection Impact Assessment (DPIA):** Recommended for any high-risk data processing activity, such as large-scale CCTV use.

Practical Safeguards for CCTV Footage

- ➤ **Prominent Signage:** Prominent and clear signage must be displayed at the entrance to any monitored area. Ideally this should be at eye level.

- ➤ **Security of Recorded Images:**

  - ✓ **Restricted Access:** Access to the footage must be limited to a small number of designated staff.

- ✓ **IT Security Training:** Staff with access must be trained on data protection and IT security best practices.

- ✓ **Remote Access:** Restrict remote access to the system to only designated individuals and secure connections.

- ✓ **Regular Audits:** Conduct routine checks of system logs and passwords to ensure ongoing security.

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