

# 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?

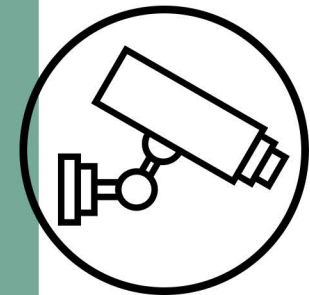


## **Lawfulness**

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?

