**APPENDIX 4**

**………………………………. CHILDREN’S HOME**

**Record of Annual Review of CCTV System**

|  |  |
| --- | --- |
| Date of Review: |  |
| Name of Person Carrying out Review: |  |

|  |  |  |
| --- | --- | --- |
|  | **Outcome / Comment** | **Signature** |
| There is a named individual who is responsible for the operation of the system |  |  |
| The problem we are trying to address has been clearly defined and installing cameras is the best solution |  |  |
| A system has been installed which produces clear images which the law enforcement bodies (usually police) can use to investigate crime and these can easily be taken from the system when required |  |  |
| Cameras have been installed so that they provide clear images |  |  |
| Cameras have been positioned to avoid capturing the images of persons not visiting the premises |  |  |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible contact details are displayed on the sign (s) |  |  |
| Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them |  |  |
| The recorded images will only be retained long enough for any incident to come to light and the incident to be investigated |  |  |
| Except for law enforcement bodies, images will not be provided to 3rd parties |  |  |
| The potential impact on individuals privacy has been identified and taken into account in the use of the system |  |  |
| The organisation knows how to respond to individuals request for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made |  |  |
| Regular checks are carried out to ensure that the system is working properly and produces high quality images and a maintenance log is kept. |  |  |