**Organisation/School**

Organisation/School have considered the need for using a live feed camera and have decided it is required for the safeguarding of our pupils and staff. It will not be used for other purposes.

The camera/s is situated … of the building/school. The feed is viewed on a screen which is located in the school office. The images are live, and are not recorded, and therefore, cannot be provided in a subject access request or other information request.

This document is a light touch approach to formulate the governance surrounding the use of the camera to negate the need for a full CCTV Policy.

We conduct an annual review of our use of the camera with advice from our Data Protection Officer (DPO).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Checked (Date)** | **Name** | **Date of next review** |
| (1) There is a named individual who is responsible for the operation of the system. |  |  |  |
| [INSERT DETAILS] | | | |
| (2) The problem we are trying to address has been clearly defined and installing the camera is the best solution. This decision should be reviewed on a regular basis. |  |  |  |
| [INSERT DETAILS] | | | |
| (3) A system has been chosen which produces clear images which the school can use to easily identify any potential or actual incidents. |  |  |  |
| [INSERT DETAILS] | | | |
| (4) The camera has been sited so it provides clear images. |  |  |  |
| [INSERT DETAILS] | | | |
| (5) The camera has been positioned to avoid capturing the images of persons not visiting the premises. |  |  |  |
| [INSERT DETAILS] | | | |
| (6) There are visible signs showing that a camera is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s). |  |  |  |
| [INSERT DETAILS] | | | |
| (7) The potential impact on individuals’ privacy has been identified and taken into account in the use of the system. |  |  |  |
| [INSERT DETAILS] | | | |
| (8) Regular checks are carried out to ensure that the system is working properly and produces high quality imagery. |  |  |  |
| [INSERT DETAILS] | | | |
| (9) Access to the live feed is secured where only a limited number of authorised persons may have access to them. |  |  |  |
| [INSERT DETAILS] | | | |

**Please keep this checklist in a safe place until the date of the next review.**