

**APPENDIX B**

**CCTV ANNUAL CHECKLIST**

<b>Location:</b>	<b>Date Checked:</b>	<b>Checked by:</b>	<b>Date of next review:</b>
Notification has been submitted to the information Commissioner and the next renewal date recorded			
The LSMS is a named individual who is responsible for the operation of the system			
A system has been chosen which produces clear images which the law enforcement bodies can use to investigate crime and then can easily be taken from the system when required			
Cameras have been sited so that the provide clear images			
Camera have been positioned to avoid capturing 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 for the system 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 (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests 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.			