

DATE _____

STORING FOOTAGE

- ☐ Automatic deletion set (e.g. around 30 days)
- ☐ Recorder / app protected by strong passwords
- ☐ Access limited to named people
- ☐ Log kept of who viewed footage and why

REQUESTS & SHARING

- ☐ Process for subject access requests (respond within one month)
- ☐ Footage shared only for a clear reason (police, insurers)
- ☐ Record kept of every disclosure

REVIEW

- ☐ Review once a year whether CCTV is still needed
- ☐ Check camera positions after any building changes
- ☐ Check the ICO website for updated guidance

NOTES

Call 0800 688 9337 or email sales@jhsservices.co.uk