

Annex A - CCTV Action Plan 22nd September 2020

	Action	When by	Updates	RAG Status
1	Collate all relevant existing policies, procedures and corporate documents relevant to CCTV	17 January 2020	Completed	
2	Review of asset list detailing all CCTV assets – location, purpose, direction of surveillance and equipment description (if fixed or pan tilt zoom (PTZ)	December 2020	On going	
3	Take photographs of the CCTV assets in situation with signage and give them a reference number and plot on a plan/map	31 st October 2020	Create Data protection impact assessment for each camera.	

4	Confirm who currently has access to CCTV images, how they are stored/retained, viewed	30 th September 2020	On target	
5	Specifically consider mobile devices (e.g body cams, vehicle cams, in car and for reversing, portable CCTV) what is our stance/intention and what are the compliance issues – ICO, Commissioner, RIPA	31 st October 2020	Consider data protection implications.	
6	Complete Surveillance Camera Commissioner's self-assessment tool	31 st December 2020	Subject to points 1-5 being completed.	
7	Draw up action plan for matters arising from self-assessment	1 st January 2021		

8	Review current policies and decide what amendments are needed or whether a new or consolidated policy is required	30 th September 2020	On target	
9	Draft policy(s) and/or procedure(s) – circulate for discussion	30 st September 2020	On target	
10	Reassess training needs	1 st January 2020	On target	
11	Complete annual update report to PDG/Cabinet/Council	22 nd September PDG	On target	
12	Implement any training/rollout of new policy/procedures once adopted by council	January 2021	On target	