

Annex A - CCTV Action Plan 17th November 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))	31 st 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 December 2020	Create Data protection impact assessment for each camera 3 is part of 2 – this could be available by late November the target date for December remains in place	

4	Confirm who currently has access to CCTV images, how they are stored/retained, viewed	30 th November 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	30 th November 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	On target	

8	Review current policies and decide what amendments are needed or whether a new or consolidated policy is required	30 th September 2020	Completed	
9	Draft policy(s) and/or procedure(s) – circulate for discussion	17 th November 2020	On target	
10	Reassess training needs	1 st January 2020	On target	
11	Complete annual update report to PDG/Cabinet/Council	17 th November PDG	On target	
12	Implement any training/rollout of new policy/procedures once adopted by council	1 st January 2021	On target	