



CCTV viewing and disclosure log

Who looked, why, and what left the system. That is what makes a system defensible.

Record the purpose of every viewing. A system installed to detect intrusion, used to check what time a member of staff arrived, is being used for a purpose nobody was told about — and this log is where that becomes visible. Take the retention period from your own assessment; none is printed here, because it depends on what the system is for.

SITE	SYSTEM	CONTROLLER
OPERATOR / COMPANY	PERIOD COVERED	SHEET __ OF __

THE SYSTEM

Stated purpose of the system	
Data protection impact assessment reference and date	
Signage in place and accurate?	
Retention period set by this organisation, and where it is recorded	
Who is authorised to view	
Where footage is stored, and how access is controlled	

VIEWINGS

Who — when — cameras and period viewed — purpose — within the stated purpose?

Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	
Viewed by — date — cameras / period — purpose — within purpose?	

EXPORTS AND DISCLOSURES

Footage handed out is a disclosure of other people's personal data. Record the basis at the time.

What was exported — date — cameras / period	
Given to whom — organisation and named person	
Basis relied on	

Format, and how it was transferred securely

Authorised by

Returned or destroyed on

POLICE AND AUTHORITY REQUESTS

Date of request — force or authority

Officer name or collar number

Request form or reference received

What was provided

Authorised by, and date

Anything refused, and why

SUBJECT ACCESS REQUESTS

Date received — from whom

Identity verified on

Footage located — cameras and period

Third parties in the footage — how handled

Response sent on

Anything withheld, and the basis

ANYTHING VIEWED OUTSIDE THE STATED PURPOSE, AND WHAT WAS DONE

REVIEW

This log is itself a record about identifiable people. Hold it securely.

LOG REVIEWED BY

DATA PROTECTION LEAD INFORMED OF ANYTHING?

NEXT REVIEW

DATE

DATE

LOG HELD SECURELY AT