

Information Governance Support

Nottinghamshire County Council

in partnership with

Essex County Council



Approved by	Governing Body Priestsic Primary & Nursery School
Date Approved	September 2025
Version	1
Review Date	September 2026

IMPACT ASSESSMENT

Use this form to document your review of the appropriateness of processing personal data through CCTV equipment

CCTV Impact Assessment & Review

Building/ Location	Main Building – outside main door		
Site Reference	Ref 1	Camera Ref	Hikvision
System Owner	Priestsic Primary & Nursery	Signage in place?	<input checked="" type="checkbox"/>
Viewing Internal	<input type="checkbox"/>	Viewing Private Area (Staff Only)	<input type="checkbox"/>
Viewing External	<input checked="" type="checkbox"/>	Viewing Public Area	<input checked="" type="checkbox"/>
Date of Assessment	22.06.22	Date of Next Review	
Equipment Check Date (Last)	22.06.22	Equipment Check Date (Next)	
Declared Purposes			
Building Security	<input checked="" type="checkbox"/>	Prevention of crime	<input type="checkbox"/>
Safety of Staff/ Public	<input checked="" type="checkbox"/>	Detection of crime	<input type="checkbox"/>
Statistical data gathering	<input type="checkbox"/>		
Considerations			
Alternatives to CCTV have been considered and rejected			<input checked="" type="checkbox"/>
Wider uses of CCTV data have been considered but the declared purposes are restricted to the above			<input checked="" type="checkbox"/>
Level of Image Quality Required			
<input type="checkbox"/>	Monitoring	No need to identify individuals amongst general people traffic	
<input type="checkbox"/>	Detecting	Need to detect the presence of a person but not to see their face	
<input checked="" type="checkbox"/>	Recognising	Need to differentiate between people known to staff and those not	
<input checked="" type="checkbox"/>	Identifying	Need to establish someone's identity beyond reasonable doubt	
Period of Activity			
24/7 x 365 days	<input checked="" type="checkbox"/>	Seasonal/ Fixed term	<input type="checkbox"/>
Specific Days	<input type="checkbox"/>	Specific Times of Day	<input type="checkbox"/>
Clarification (specify periods if not 24/7 x 365 days)			
Compliance with Policy			
System Owner understands their responsibilities in relation to Policy in the following areas: (tick to acknowledge)			
Restrict Access to individuals trained in CCTV procedures and authorised by you			<input checked="" type="checkbox"/>
Log all instances of accessing recordings			<input checked="" type="checkbox"/>
Release data only through use of approved requests			<input checked="" type="checkbox"/>
Inform Access to Records and Information Champion of all requests for data			<input checked="" type="checkbox"/>
No recorded data to be held beyond retention period stated in CCTV Policy			<input checked="" type="checkbox"/>
Inform Information Champion immediately of any information security breaches			<input checked="" type="checkbox"/>
Maintain methods of advising that CCTV cameras are present (e.g. signage)			<input checked="" type="checkbox"/>
Annual reviews to be undertaken of necessity for CCTV cameras			<input checked="" type="checkbox"/>
Signature			
System Owner		Date	
Approver		Date	
Decision	Approved		Declined