

**UNIVERSITY OF BRISTOL**

**CCTV IMPACT ASSESSMENT FORM**

This form should be completed by staff requesting to install ad-hoc CCTV cameras, for example for use in teaching or research. This does not apply to cameras on the Security Services network.

**Name of applicant:**

**Date:**

**Position within the University:**

**Proposed location for camera(s):**

|  |  |
| --- | --- |
| For what purpose(s) will the CCTV be used? |  |
| What are the problems it is intended to address? |  |
| What are the benefits to be gained from its use? |  |
| Can less privacy-intrusive solutions (e.g. improved lighting) achieve the same objectives? |  |
| Do you need images of identifiable individuals, or could the scheme use other images not capable of identifying individuals? |  |
| Will the particular equipment/system being considered deliver the desired benefits now and remain suitable in the future? |  |
| What (if any) future demands may arise for wider use of the images and how will you address these? |  |
| What are the views of those individuals (if any) who will be under surveillance? |  |
| What could you do to minimise intrusion for those that may be monitored, particularly if specific concerns have been expressed? |  |
| Is appropriate signage informing individuals of the camera in place (if required)? |  |
| Proposed time period for installation of the CCTV |  |
| **This Section to be completed by the Secretary’s Office** | |
| Is the proposed system in accordance with the law? (Primarily the Data Protection Act and Human Rights Act) |  |
| Is it necessary to address a pressing need, such as public safety or crime prevention? |  |
| Is it justified in the circumstances? |  |
| Is it proportionate to the problem that it is designed to deal with? |  |
| Approved by Director of Legal Services / Deputy Secretary |  |
| Date |  |