

Operating Your Domestic CCTV Fact Sheet

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Operating Your Domestic CCTV System Responsibly

You may be considering using a CCTV system as a necessary means to protect your property from acts of crime and anti-social behaviour. A domestic CCTV system needs to be operated in a responsible way that respects the privacy of others.

The Information Commissioner's Office (ICO) receives many complaints from neighbours and other members of the public who are concerned that CCTV systems are being used to spy on them.

Below is a list of general considerations to help you reduce the risk of your CCTV system intruding on the privacy of others.

The Association has a Tenant Property CCTV Policy available on the website for viewing.

Reasons For Considering A CCTV System

Think about:

- Why do I need CCTV?
- Could I use another means to protect my home, such as improved lighting?
- What do I want my CCTV system to view and record?
- Does it need to record all the time?
- Does it need to record audio?

How Your CCTV System Affects Others

It is important to consider the privacy of others. Ask yourself:

- Where will I position the CCTV to only capture images of my property (areas within their curtilage) and not intrude into my neighbours' and other people's privacy?
- Consider systems that can reduce intrusion, such as those which have privacy filters
- How will my neighbours feel about my CCTV?

Letting People Know About Your CCTV System

Ensure that you are transparent to those around you when installing your CCTV system. You can do this by:

- Informing your neighbour(s) about your system
- Putting up a notice informing people that recording is taking place

Taking Responsibility for Your CCTV System

If you are thinking of installing a CCTV system on your property, and it records images beyond your private domestic property, you must be aware of your responsibilities:

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- It is your responsibility to make sure that the CCTV system is installed correctly
- You are responsible for all the information that is recorded by your system
- You must make sure that the information is not used for any other purpose than protecting your property
- Make sure you read the manual, and if necessary, ask your installer to show you how to operate it and how to export footage if required
- You will need to be aware of individuals' data protection rights and make sure you take steps to allow the people you record to exercise these rights effectively (for example, you will need to respond appropriately to any subject access requests you receive from the people you record)

Storing The Recorded Information

Ensure you bear the following in mind when storing the information, you record on your CCTV system:

- You should make sure that the date and time on your system are accurate
- It is important to check that you have enough recording space
- You should not store any information or images for longer than is necessary to protect your property which means you should delete the information once it is no longer required
- You should make sure that the information recorded is used only for the purpose for which your system was installed, protecting your property (for example it will not be appropriate to share any recordings on social media sites)
- You must keep the recordings secure and keep access to them to a minimum (remember that you are responsible for what happens with the information)
- In certain circumstances, the information you record may be used as evidence by the police in an investigation (therefore, if you are not sure, it is important to check with your installer or local police authority that the information you record can be used for this purpose when required)

Maintenance

Once you have installed your CCTV system, you should regularly check that:

- You regularly delete the recordings and do not keep them for longer than is necessary for the protection of your property
- Your CCTV system is still needed
- It is important that you check your system regularly to make sure that it is working properly (this may include cleaning any debris affecting the CCTV device and wiping it down after bad weather)
- You should also check the position of your CCTV device from time to time to make sure it still captures the right images and there is no privacy intrusion.