

Using Domestic CCTV Government guidelines: The full document is available at:

www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property

3. General guidance An individual has the right to protect their property and this can be done by using a CCTV system where it is necessary, such as a security measure. However, the Surveillance Camera Commissioner recommends that users of CCTV systems should operate them in a responsible way to respect the privacy of others.

3.2 How your CCTV system affects others It is important to consider the privacy of others while setting up your system. Ask yourself:

- where will I position the CCTV to ensure minimal intrusion in to my neighbour's and other people's privacy?
- will the range of the cameras overlook my neighbour's property, pavements and other areas? (if so, consider ways to reduce intrusion such as using privacy filters)
- how will my neighbours feel about my CCTV?
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3.3 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
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3.4 If you already have a CCTV system If you already have a CCTV system installed, you should check that:

- your system is still needed
- your cameras do not intrude on your neighbour's property as this could mean that you will not be complying with the DPA
- you regularly delete the recordings and that they are not kept for longer than is necessary for the protection of your property

Please note that if your camera is pointing directly at a neighbour's property, you should take steps to reposition it to avoid complaints or in some cases accusations of violation of privacy or harassment.

3.5 Taking responsibility for your CCTV system

If you are thinking of installing a CCTV system on your property, you should be aware of your responsibilities:

- it is your responsibility to make sure that the CCTV system is installed correctly
- you are also 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

- it is vital that you understand how your system works, so please make sure you read the manual and if necessary ask your installer to show you how to operate it

3.6 Storing the recorded information

Ensure you follow the steps below 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 (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)

3.7 After installation

Once you've installed your CCTV system, you should consider the following:

- 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 camera and wiping it down after bad weather)
- you should also check the position of your camera from time to time to make sure it still captures the right images and does not overlook someone else's property or public space, such as walk ways
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3.8 Using information as evidence

In certain circumstances, the information you record may be used as evidence. You should bear in mind that:

- if your system captures information of an incident, it could be use by the police to aid an investigation
- it is important that the information you record can be used as evidence, if required
- if you are not sure, check with your installer or your local police authority