



Appendix 2

Guidance for proposed CCTV installation

If you install CCTV which only captures images within the boundary of your domestic property (including your garden) then the data protection laws will not apply to you. However, if you capture images of people outside your property, for example in neighbours' homes or gardens or shared spaces, or on a public footpath or street, then the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18) will apply, and you will need to comply with them.

If you install CCTV on your property, including doorbell cameras, the camera and any footage it records will be your responsibility, and you will be considered a Data Controller under the DPA18. You will have various obligations under this legislation, including (but not limited to):

- Considering whether you really need CCTV or whether other things such as better lighting would help; and if you do need CCTV, making it as privacy friendly as possible
- Installing signage that lets people know that you are using CCTV, and why
- Using the camera in a way that captures the footage you need but avoids capturing any more, such as positioning cameras so they do not point at neighbours' properties or public spaces, and do not invade anyone else's privacy or affect their ability to enjoy their home
- Considering whether you need to record images, or whether a live feed is enough, and normally turning off audio recording
- Keeping the images you capture secure, and not letting anyone watch it without good reason (e.g. the police or BHA)
- Only keeping the footage for as long as you need it, and deleting recorded images on a regular basis when they are not needed
- Ensuring the CCTV system is only operated as you intend, and that no one can misuse it
- Responding to a Subject Access Request if one is made (this would involve giving anyone who is in the footage a copy of it)

- Deleting footage that people appear in if they ask you to (you may be able to keep it if it is needed for a genuine legal dispute, but you would need to tell the complainant this, explain it, and tell them that they can challenge it if they want to)
- Considering and recording in writing what the objections might be to images being captured, before installing the camera.

As an individual, there is no need to register with the ICO (Information Commissioner's Office) or pay a fee. However, the system and its use would be your responsibility, and if you do not comply with the obligations, there is a possibility of fines or legal action against you. You also need to keep aware of any updates to the ICO guidance. You can get full information on this at the ICO website:

<https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>