



CCTV Policy

Date of Board Approval: 8th June 2022

Version: 1

Effective date: 8th June 2022

Last Reviewed: 8th June 2022

Review date: 8th June 2024



Introduction

This policy defines how Empower Housing Association (EHA) will implement and manage Closed Circuit Television Systems.

This policy is to ensure compliance with Data Protection Legislation (including the Data Protection Act 2018 and General Data Protection Regulation as amended by statutory instruments), Protection of Freedoms Act 2012, and the linked Information Commissioner's Office (ICO) Code of Practice for Surveillance Camera Code of Practice.

By ensuring compliance with the above legislation and guidance, we ensure the privacy and rights of the public are upheld, whilst also enabling use of CCTV for its required purpose(s).

Purpose

GDPR requires the processing of personal data to be lawful, fair and transparent. As CCTV collects personal data in the form of image, it is in no way immune. In almost all cases, business owners can rely on legitimate interests or the need to comply with another legal requirement for the legality of operating CCTV. However, they will be required to justify this against the area of coverage. Data subject's rights and freedoms cannot be overridden, especially in the case of legitimate interests. Even inside a work premises, employees have a right to privacy.

Suppliers and contractors must also comply with the current Data Protection legislation where they are implementing, operating, or managing CCTV systems on behalf of EHA. The terms of this policy, where appropriate, should be translated into the supplier contracts and our requirements, ensuring they are aware of their obligations under the legislation and specifying them as a Data Processor. This must include the ability to evidence their compliance and allow for auditing of their legal compliance.

Aims and Objectives

1. All CCTV systems will have a documented specific purpose, which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a CCTV must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be clear responsibility and accountability for all CCTV activities including images and information collected, held and used.

4. Clear rules, policies and procedures must be in place before a CCTV is used, and these must be communicated to all who need to comply with them.
5. No more images and information should be stored than that which is strictly required for the stated purpose of a CCTV and such images and information should be deleted once their purposes have been discharged.
6. Access to retained images and information should be restricted and the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
7. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
8. When the use of CCTV is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
9. CCTV will be used only to monitor external areas within private boundaries, or in internal communal areas. No CCTV will be used within a house or flat.

Where CCTV is used or is proposed to be installed at an EHA property, a justification, exercise must be carried out by the Housing Management Department which highlights security, use, and authority issues (Appendix 1). This exercise will be reviewed by the Chief Executive along with the owner of the property and approve/rejected as appropriate.

Where it is accepted that CCTV be located at these locations the Housing Management Department will review its necessity and operation on an annual basis.

Responsibility

The Board of Directors will have overall responsibility to ensure compliance with this policy and legislation relating to CCTV.

Appendix 1

CCTV Appraisal

Address	
Proposed System i.e., number of cameras, manufacturer, etc	
Reason for installation, e.g monitor ASB, safety, etc	
Security measures	
Who has authority to access images?	
Do authorised users have GDPR training and security system training	
Does CCTV cover any area(s) outside the property boundary?	
How long will data be retained for (EHA insists data is not held for longer than 28 days unless expressly permitted)	

Housing Tenant Support Officer:

Authorised/Rejected by Chief Executive (delete as appropriate)

Signed: Date:

Authorised/Rejected by Owner (delete as appropriate)

Signed: Date: