

COMMERCIAL CCTV



FIRST PRINCIPLE

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Top Tips

Have you complied with the Data Protection Act?

Have you considered other security measures as well as CCTV?

If you already have CCTV are you able to operate it and download clear images?

PREVENT CRIME

PROTECT COMMUNITIES



NORFOLK
CONSTABULARY
Our Priority is You



SUFFOLK
CONSTABULARY



This document provides guidance on what is required if you are considering installing (or have already installed) a CCTV system on your business property. A CCTV system includes the camera, storage, recording and all associated equipment

You can use CCTV to protect your business property but you must follow the Data Protection Act.

You must:

- Put up a sign to let people know CCTV is being used and why
- Be able to provide images within 40 days to anyone you've recorded. There can be a charge for this access
- Share images with the authorities, e.g. the police, if they ask for them
- Keep images only as long as your business needs them



For detailed information relating to Surveillance Camera Guidance go to the following government website.

[Surveillance Camera Guidance Tools and Templates](#)

Surveillance camera commissioner's buyers' toolkit

The Government have also produced a buyers' toolkit for CCTV for the non-expert who is thinking about buying a surveillance camera system.

[Surveillance Camera Commissioners Buyers Toolkit](#)

The buyers' toolkit has been produced as guidance for the non-expert who is thinking about buying a surveillance camera system and wants to maximise their chance of success (and minimise risk) by observing the principles of good practice.

The primary target audience is small and medium sized enterprises (up to 250 staff) and micro-businesses (up to 9 staff). Yet the 5-stage approach in the buyers' toolkit is guidance which would be valuable for any organisation considering the use of surveillance cameras.

Following this guidance will help you to make informed decisions about whether surveillance can be justified as a solution to your problems. If deploying surveillance cameras is necessary, then the toolkit is full of advice and tips on how to get the best out of your prospective suppliers. CCTV is best used in conjunction with other security measures.

This toolkit has been developed under the National Surveillance Camera Strategy for England and Wales as a tool that will help security industry suppliers demonstrate to

their customers that they understand and follow good practice and legal obligations. Formatted as an interactive PDF file, you can get the maximum functionality by downloading the document and opening it in a PDF viewer such as Adobe Acrobat. Alternatively, you can view this toolkit in your

browser (but without the same level of functionality). For relevant authorities under Section 33(5) of the Protection of Freedoms Act 2012, and larger organisations you may want to refer to the Surveillance Camera Commissioner's [passport to compliance](#).

Consider these points if buying a system and if you already have a CCTV surveillance system, answer the following questions	
All of the following are essential factors if your CCTV is to be effective. If you answer No to any of the questions please take steps to re-address the issues by referring to the Surveillance Camera Commissioners website links within this document.	Yes/No
Can your system identify persons entering and leaving the premises?	
Is the video signal from cameras recorded at a min. of 6 frames per second?	
Do you have a nominated person <u>available at all times</u> who is trained and able to replay recordings and if required produce copies for the police?	
Does the nominated person know the retention period of recordings?	
Is your system able to quickly export video and stills onto a removable storage medium e.g. CD/DVD with the time and date integral to the relevant picture and without any drop in quality?	
Do your exported images include any software needed to view or replay the pictures?	
Is your equipment and installation compliant with BS EN 50132-7?	
Is your system capable of saving and securing recorded images for review or export at a later date? Information should be kept secure and retained for no longer than is necessary for the purpose of the system. A minimum of 14 days is recommended for small CCTV systems.	
Do you check your system clock? The system clock should be set correctly and kept accurate (taking account of GMT and BST). This will be very important if a police investigation is carried out.	
Is your system Password Protected?	
Do you know the make and model of your CCTV? Is it kept in a secure place out of sight? Keep a record of this and don't forget to property mark your system in case it is stolen	

First Principle: Related links

Check out all of our Crime Prevention information using the following links or by using the QR code to take you to the First Principle Pages Alternatively go to our website at <https://www.suffolk.police.uk/> and look in the 1st Principle A-Z of Crime Prevention.

Allotment Security
Anti-Social Behaviour
ATM Security
Beach Hut Security
Boat Security
Building Site Security
Business Security
Caravan Security
Caravan Storage
Card Security
Catalytic Converters
Church Security
Cold Callers
Commercial CCTV
Counterfeit Banknotes
County Lines Advice for Landlords
Cyber Crime
Cycle Security
Dangerous Dogs
Dog Fouling
Dog Theft
Domestic CCTV
Domestic Violence
Farm Security
Fraud Prevention
Grooming
Hate Crime

Heating Oil
Home Improvements
Home Security
Home Security for Tenants
Horses and Stables
Keyless Vehicles
Key Safe Security
Lock Snapping
Mopeds and Scooters
Motorcycle Security
Neighbour Disputes
Occupiers Liability
Personal Security
Power Tool Security
Products Brochure
Rural Crime
Security Alarms
Sheds and Garages
Social Media
Social Media for Parents
Suspicious Behaviour
Shoplifting
Taxi Driver Safety
Vehicle Security
Windows and Doors



Other Links you might find helpful

Ask the Police
Secured by Design
Sold Secure

Crimestoppers
0800 555 111

Victim Care
0300 303 3705