

Commercial CCTV



FIRST PRINCIPLE

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Top Tips

- **Have you complied with the Data Protection Act**
- **Have you considered alternatives to CCTV**
- **If you already have CCTV are you able to operate it and download clear images**

This document will help you to understand what you need to do if you are considering installing (or have already installed) a CCTV system on your home property. A CCTV system includes the camera, storage, recording and all associated equipment.

You can use CCTV to protect your 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.

<https://www.gov.uk/government/collections/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.

<https://www.gov.uk/government/publications/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.

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](#).



If you already have a CCTV surveillance system, answer the following questions

	Yes/No
Can your system identify persons entering and leaving the premises?	
Is the video signal from cameras recorded at a minimum of 6 frames per second?	
Do you have a nominated person available at all times who is trained and able to replay recordings and 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?	

All of the above are essential factors are essential if your CCTV is to be effective. If you answer No to any of the questions please take steps to redress the issues by referring to the Surveillance Camera Commissioners website links within this document.

Notes Page

Use this page to make a note of your requirements

First Principle: Related links

Ask the Police

Official Police Resource. The Ask the Police website provides you with information on a wide range of non-emergency policing matters.

askthe.police.uk

Secured by Design

Official UK Police initiative that combines the principles of 'designing out crime' with physical security.

securedbydesign.com

Sold Secure

Dedicated to reducing the risk of crime by assessment of security products.

<https://www.soldsecure.com/>

Crimestoppers

An independent charity that gives people the power to speak up to stop crime 100% anonymously, by phone 0800 555 111 or online.

<https://crimestoppers-uk.org/>

Victim Support

Covering the whole of Norfolk and Suffolk, a free, confidential support service specifically designed to help victims and witnesses of any crime.

Contact us on:

Phone: 0300 303 3706 (weekdays between 8am-5pm)

Email: nsvictimcare@victimsupport.org.uk

Web: www.nsvictimcare.org

Socials: @nsvictimcare

Call us on 101. Always dial 999 in an emergency

To see the full range of information go to:

suffolk.police.uk/firstprinciple or

norfolk.police.uk/firstprinciple

Or alternatively use your mobile phone to scan this QR code.

