

CCTV Policy

Contents

1. Ownership
2. Compliance
3. Purpose
4. Description
5. Operation
6. Information Retention
7. Access
8. Covert Recording
9. Feedback
10. Annual Review
11. Ownership

 Elthorne 1st Tenant Coop operates a CCTV system (“the system”) throughout the

 estate with images being recorded centrally. The system is owned and

 managed by the TMO and accessed only by the Manager.

1. Compliance

Images obtained from the system which may include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998. This policy should therefore be read in conjunction with the TMO’s Data Protection Policy.

The TMO is the registered data controller under the terms of the Act and is registered with the Information Commissioner’s Office (ICO).

The Manager has overall responsibility for data protection within the TMO and

is further responsible for ensuring that the registration is maintained and up to date.

1. Purpose

 The TMO’s purpose for processing personal data through use of the system

 is crime and anti-social behaviour prevention. This is further defined as:

 CCTV is used for maintaining the safety of residents and visitors, to identify

 trespassers/intruders and to combat anti-social behaviour. For these reasons the

 information processed may include visual images of individuals entering or

 in the immediate scope of a CCTV camera. Where necessary or required

 and in accordance with the TMO’s Data Protection Policy, this information

 may be shared with the Police or other relevant third parties.

 The TMO as owner and operator of the system recognises the effect of

 such systems on the individual and the right to privacy.

 4. Description

 The system is intended to produce images as clear as possible and appropriate for the

 purposes stated. The system is operated to provide, when required, information and

 images of evidential value.

Cameras are located at specific points around the estate, principally in the centre and covering the walkways. One garage gate area is also covered. Specialist technology such as ANPR (Automatic Number Plate Recognition) or BWV (Body Worn Video) is not employed by the TMO.

4a. System Specifics

The System comprises:

* one 12 channel HD DVR which auto-deletes all recordings after 28 days
* 12 HD cameras which cannot be manipulated centrally
* associated cabling and ancillaries
* Signage is placed throughout the estate to inform residents and visitors that a CCTV installation is in use.

The System is capable of remote access and audio recording but these facilities are not considered necessary or desirable and so are not enabled.

 5. Operation

 Images captured by the system are recorded via motion detection and may be

 monitored in the office, but live viewing is not routine. Images displayed on the monitor

 are not visible by anyone not authorised to do so and certainly not from outside the

 office. The system accessible only by the Manager.

 6. Information Retention

 Information is not stored for longer than is required for the stated purpose. Images are

 deleted once their purpose has been discharged. The system auto-deletes all recorded

 images after 28 days.

 Images kept for viewing by Police are transferred onto memory stick and kept securely

 in a safe until collected by a uniformed officer. If not collected within 14 days, the

 images are deleted.

 7. Access

 Access to recorded images is via the Manager.

 Disclosure of recorded material will only be made in accordance with the purposes of

 the system and in compliance with the Data Protection Act.

 7a Should the TMO be approached by anyone claiming to be the victim of crime

 requesting to view recorded images, the request will be denied. The complainant

 will be advised that only the Police are permitted to view images under such

 circumstances once a crime number has been obtained and provided to the

 Manager. The Manager will then invite the Police to view the footage.

When can CCTV images be disclosed?

 Anyone who believes that they have been filmed by the system can request a copy of

 the recording subject to any restrictions covered by the Data Protection Act and in

 accordance with clause 7a of this policy. Images will be provided within the 40 day

 statutory period, and a fee not exceeding £10 may be applied.

 Any person requesting images will need to provide details to help establish their identity

 as the person in the pictures, and to help find the images on the system.

 CCTV operators are not allowed to disclose images of identifiable people to the media or

 to put them on the internet for entertainment purposes. Images released to the media

 are usually disclosed by the police.

 The TMO may need to disclose CCTV images for legal reasons - for example, crime

 detection. Once they have given the images to another organisation, then that

 organisation must adhere to the Data Protection Act in their handling of the images.

 Public authorities are subject to the Freedom of Information Act 2000. This Act allows

 members of the public to request official information by writing to the public authority,

 who must respond within 20 working days. If the images are those of the person making

 the request, then the request would be handled under the Data Protection Act as a

 Subject Access Request.

Subject Access Requests should be addressed to lorraine@elt-1st.demon.co.uk or in writing to:

 Elthorne 1st Tenant Co-Op

 158 St. John’s Way

 London

 N19 3RL

1. Covert Recording

 The TMO does not covertly record images.

 9. Feedback

 Anyone who has concerns or complaints over use of the CCTV system should contact the

 TMO by email to lorraine@elt-1st.demon.co.uk

 by telephone to: 0207 263 5756

 or in writing to:

 Elthorne 1st Tenant Co-Op Ltd

 158 St. John’s Way

 London

 N19 3RL

 10. Annual Review

 This policy was approved by the Committee on 14th June 2017and will be reviewed

 periodically as and when it is deemed necessary to ensure that its purpose still applies.

 End.