Guidance from Chubb

CCTV and the Data Protection Act (DPA)

It is a legal requirement for operators of surveillance cameras to adhere to the Data Protection Act.

Who has to adhere to the DPA?
Responsibility lies with you as the owner/operator of a CCTV system if the following apply:
• Where cameras have pan & tilt and/or zooming capability to monitor particular people
• Using images to observe a particular person's behaviour, or to monitor staff
• Sharing of images with anyone other than the police.

Who is exempt?
Small businesses or residential properties where CCTV is only used to detect crime, specifically on their premises.

What is required?
• Register your nominated operator and state system purpose at the Information Commissioner’s Office: https://www.gov.uk/data-protection-register-notify-ico-personal-data
• Let people know they may be recorded using signage
• Control access to recorded images
• Ensure the system is only used for its intended purpose.

Where can I get further information on the DPA?

For more information or to book an appointment please call 0800 32 1666
Letting people see recorded images
Anyone can ask to see images of themselves that you have recorded. You must provide these within 40 days, and you can charge up to £10 administration fee.

For further information go to the Information Commissioner’s Office website: http://www.ico.org.uk/for_organisations/data_protection/topic_guides/cctv

What Chubb can do for you
We can advise if the DPA is applicable to you, but please be aware it is your responsibility as the owner/operator of a CCTV system to comply.

Chubb has a range of products to assist you with meeting the requirements of the DPA:

DPA Signage Pack
4 varying sized signs and permanent marker.

DPA Incident Download Pack
For evidential purposes.

DVD writer
Suitable for preparing DVD’s to be submitted as evidence to the Police.

For more information or to book an appointment please call 0800 32 1666