



# Application for Home CCTV

<b>Application Date:</b>	
<b>Your Address:</b>	
<b>Your Name(s):</b>	
<b>Camera Location:</b>	
<b>Reason for CCTV:</b>	

## Information

<b>Additional Information:</b> (Please provide as much information as possible about the CCTV request and any work required to install it)
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## Commissioner's Office - Guidance of using CCTV beyond the perimeters of your property (2018)

If you decide to use CCTV cameras, you should:

consider what areas would need to be covered by it, will the camera capture images you actually need and how you will safeguard any recorded images so they can be used by the police to investigate crimes affecting you;

consider whether you can put up signs clearly explaining that recording is taking place and take steps to do so if it is practical;

have appropriate safeguards in place to ensure that the equipment is only operated in the ways you intend and can't be misused. At its simplest, this means that anyone you share your property with, such as family members who could use the equipment, need to know how important it is not to misuse it;

ensure you have activated settings to enable the security of footage captured by the CCTV system and that any recordings of individuals are held securely. Make sure that you only allow access to people who need it;

consider speaking to your neighbours and explain what you are doing and any objections or suggestions they have. (It may be useful to invite your neighbours to view the footage that you capture, this may allay any concerns they may have about your use of a CCTV system.); and

consider purchasing equipment that enables you to control what you can record. This will enable you to keep privacy intrusion to a minimum.

You should remember that your use of a CCTV system may be appropriate but publicly uploading or streaming footage of individuals will require further justification and in most cases will not be justifiable.

As the data controller for this footage, individuals do have the right to request a copy of it from you under the DPA, if you collect their personal data.

**Declaration:**

I formally request that the council considers our application for CCTV at our address. If the council agrees to our application, I agree to keep to the below conditions. I understand that the council may withdraw permission for personal CCTV use at any time and will do so if I do not keep to any of the below conditions.

I agree:

- That I have read, and will abide by, the guidance set out by the Information Commissioners' Office – in particular the section that says: *'consider speaking to your neighbours and explain what you are doing and any objections or suggestions they have'*.
- that recording that takes place is solely used for the purposes of home security, i.e. the prevention or detection of crime, nuisance or anti-social behaviour on the property.
- that I am solely responsible for the usage of the camera. I understand that the council will not be held responsible for inappropriate recording or for the malicious use of recorded material.
- to obtain all necessary permissions to carry out alteration work that may be necessary for the CCTV to be installed in line with the tenancy agreement.
- that I understand that malicious or inappropriate use of CCTV recordings, including distributing recordings of others without their permission, may be a criminal or civil offence and would be a breach of the tenancy agreement. I understand that I may be subject to criminal proceedings or tenancy enforcement action should any evidence of CCTV misuse be received by the council or police.

Signed \_\_\_\_\_

Dated \_\_\_\_\_