



East Lothian
Council

**Council
Tenants'
Guide**

Considering installing or already have a Domestic Video Camera System?

Domestic Video Camera Systems (DVCS) include any type of video surveillance equipment from Closed Circuit Television (CCTV) to camera doorbells.

We recognise that many households will feel more secure if they install a camera system in their homes. However, they can also cause issues with neighbours and other members of the public who might be unhappy about you using cameras, so it's important to understand your rights and responsibilities.

The **Information Commissioners Office (ICO)** is the organisation who provide guidance on your information rights, which includes video and audio recordings. They advise householders to think carefully about whether or not to install or use recording equipment.

Choosing a security system that works for you

It is important to consider the advice from the ICO and think carefully about whether you need recording equipment.

There's a really useful checklist on their website: www.ico.org.uk

If you decide to go ahead with any type of camera or doorbell, make sure it only covers your own property and not neighbours' homes or gardens or any public areas, as this means you become a *Data Controller*. This is because you could be holding data on anyone who is filmed on your camera, outside the boundary of your property. Again, check the ICO website to see what this would mean for you.

The ICO website explains additional steps which could include signs warning people there is a camera and giving your contact details – and there are many legal duties you may have relating to storage of footage.

It is important you understand what the camera you chose to use means for you. For more information:

www.ico.org.uk or call 0303 123 1113.

Installation

Damage must not be caused to your property in the installation of any cameras, recording or monitoring equipment. Any damage to the property would need to be restored to its original standard. Failure to do this can result in you being recharged.

What to do if you have concerns about a domestic camera system near you

East Lothian Council has no powers to help you with concerns about someone else's camera system. You would need to contact the person who operates the camera (the Data Controller) first. If you have concerns contacting the Data Controller then you can contact our Resolution Team on 01620 829 902 who may be able to assist you.



Versions of this leaflet can be provided in Braille, large print, audiotape, or your own language. For assistance call our Community Housing freephone: **0800 413 721**

Community Protection Team

01875 824 307

www.eastlothian.gov.uk

Tranent Area Office

George Johnstone Centre

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