

How To:

COMPLY WITH THE DATA PROTECTION ACT

Just a few months after the Data Protection Act actually came into force, it became apparent that clearer guidelines were necessary to help CCTV system owners to run and manage their data storage more appropriately. For this reason, a CCTV Code of Practice was written by the Data Protection Commissioner as a guide to good practice for CCTV users.

For a CCTV system owner, the Act essentially means that:

- ✓ They must register their CCTV system with the Information Commissioner.
- ✓ They must only take footage that is relevant to their property and it's security.

- ✓ They should not keep footage longer than it is necessary for a crime to come to light.
- ✓ They should warn individuals when they are in a monitored area.
- ✓ They should allow access to the footage to anyone who believes that they have been captured on one of the cameras.
- ✓ They should store captured footage securely so that access to it is strictly monitored.

The CCTV Code of Practice in its entirety is available to download at the Information Commissioner's Office website: www.ico.gov.uk



DPA100: Data Compliance Kit

Please Note

These "Technical Tips" help sheets aim to answer commonly asked questions in a concise and informative manner - they are for advice & guidance only and do not replace any of the manuals or other literature supplied with our products.

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