

REGISTRATION OF HOUSEHOLD CCTV SYSTEMS

INTRODUCTION

The European Court of Justice has ruled that household CCTV cameras that film beyond the boundary of your property and into public or private areas, even partially, must be registered under the Data Protection Act. The UK Information Commissioner's Office (ICO) has been forced to implement such registration from 20th January 2016, and have imposed a £35 annual fee for this service. This factsheet is an overview for residents who have CCTV systems that fall into this category.

WHAT OPTIONS DO I HAVE?

You can either choose to register your system, or reposition your cameras so that they only film within your boundary. Remember that if a crime takes place on your property then cameras that film beyond the boundary will nearly always play a vital part in determining whether the perpetrators arrived on foot, by car, and direction of travel etc.

HOW DO I REGISTER AND WHAT INFORMATION WILL I NEED?

When you register, your details will appear on the searchable Public Register, and when you go through the registration process you can choose whether to publish your full postal address or an email address against your name. We recommended that you choose to publish using only an email address. Note that you will still have to give your full details as part of the registration process.

We further recommend that you do not use your usual email address for this purpose, as email addresses published on the Internet can be "harvested" leading to unwanted spam emails in some cases. If you wish to follow this advice then the first step is to take out a new gmail address (other suppliers are available such as yahoo). For example if your name is Joe Bloggs you might choose a unique address for this purpose such as joeb.icocctv@gmail.com. You will then appear on the public register simply as: **Joe Bloggs** joeb.icocctv@gmail.com.

The next step is to go through the registration process on the website of the Information Commissioner's Office (ICO) by clicking on the following link:

<https://ico.org.uk/registration/cctv>

The form is relatively straightforward, and takes you through five stages as shown below:



An important point to note is that when you are asked how you would like your name to appear on the Public Register you will need to choose "Email address" as illustrated below:

Address to appear on the public register

IMPORTANT: Because the information is about householders and not businesses there is a choice about the type of address information which will appear on the public register. Some contact information must be published, but it can either be a postal address, a PO Box address or an email address. We will publish this information, together with the name of the household's 'data controller', on the public register.

Do you want your postal (or PO Box), or email address to show on the public register?

Postal address

Email address

Use email address I gave above

Payment can be made by credit card at no additional penalty – so have your card details ready for when you get to that stage. Once registered, your details will appear on the register after a few days – so remember to check your entry and to note your Registration Number for future reference.

FURTHER INFORMATION: <https://ico.org.uk/for-the-public/cctv>