



## Installation of CCTV Cameras and Video Doorbells

[www.waverley-housing.co.uk](http://www.waverley-housing.co.uk)





## **Installation of CCTV Cameras and Video Doorbells**

- 1.** To install any CCTV or other video image capturing device you must ask for permission and must consider in advance how you will comply with the data protection and privacy laws and comply with any changes.
- 2.** If your video only captures images within the boundary of your property, you are exempt from complying with data protection law.
- 3.** Waverley Housing would not give permission to have a camera sited on a garage that is out with the boundary of your home.
- 4.** Waverley Housing would not give permission to have a camera to monitor a shared car park, front pavement/street or neighbours property. Permission would only apply to recording areas that form part of your tenancy/property.
- 5.** Should you proceed with CCTV system or doorbell that captures images of people outside the boundary of your private domestic property – for example, from neighbours' homes or gardens, shared spaces such as corridors, or from public areas. The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) will apply to you and you will need to ensure your use of CCTV complies with these laws. If you do not you may be subject to appropriate regulatory action by the Information Commissioner's Office (ICO) which can include a fine, as well as potential legal action by affected individuals.
- 6.** You must also display appropriate signage to make people aware that they are being video recorded in accordance with the ICO guidance.
- 7.** The Information Commissioner's Office (ICO) regulates and enforces the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

8. If Waverley Housing receive any complaints about your use of the video doorbell, CCTV or filming on a device Waverley Housing will ask complainers to contact the police and the ICO and Waverley Housing will not get involved with complaints. As it is a civil matter Waverley Housing will also recommend complainers seek independent legal advice.
9. No more than two cameras can be fitted to any property.
10. The work should be carried out by a competent tradesperson to our satisfaction, at the tenant's own cost.
11. The installation must be carried out by a competent person and to the satisfaction of Waverley Housing. Where the connection is direct to the consumer unit or requires alterations to the existing electrical supply, the work must be carried out by a qualified Electrician who must also provide a minor electrical works or installation certificate. A copy of this must also be forwarded to us.
12. You should be aware that you will be fully responsible for the maintenance of the equipment and that all equipment must be removed at the end of your Tenancy.
13. If you have any questions re the guidance you should contact Police Scotland to ensure that the camera(s) meet legal requirements.
14. For further advice please consult the Office of the ICO. Their website is: [www.ico.org.uk](http://www.ico.org.uk).
15. Should you wish to discuss or require further information on the installation of CCTV cameras or video doorbells please contact your local office 01450 364200
16. You may be asked to notify Waverley Housing when the works are complete for inspection purposes.

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