

<b>Committee:</b> Housing Management & Almshouses Sub-Committee	<b>Date:</b> 26/03/2019
<b>Subject:</b> Closed-Circuit Television (CCTV) Policy	<b>Public</b>
<b>Report of:</b> Director of Community & Children's Services	<b>For Decision</b>
<b>Report author:</b> Liam Gillespie, Head of Housing Management	

## Summary

As part of the ongoing review of housing management policies, we have drafted a new policy relating to the management of closed-circuit television systems (CCTV) on our housing estates.

The policy sets out our approach to managing the CCTV systems currently in place on our estates. It outlines our commitment to ensuring that we comply with our data protection obligations and that we give due consideration to the statutory guidelines relating to the use of CCTV by public authorities.

The policy also outlines our approach to the growing phenomenon of 'private' CCTV installed by individual residents or commercial users for their purposes.

## Recommendation

Members are asked to:

- Approve the Closed-Circuit Television (CCTV) Policy for use by the Housing Service

## Main Report

### Background

1. As a public authority, the City of London has various duties concerning the use and management of CCTV systems. These are outlined in the Protection of Freedoms Act 2012 and the associated guidance issued by the Surveillance Camera Commissioner and the Home Office.
2. The City's Housing Service operates several CCTV systems across its various estates. These systems are made up of cameras situated in communal areas, which link to recording devices where images are stored. Not all estates have CCTV cameras, and many of those that do have CCTV systems enjoy only partial coverage.

3. The approach taken by the City has been to install CCTV when there is an identified need to do so, for example, to enhance safety and security on an estate, or in response to concerns around anti-social behaviour or crime in a particular location.
4. A policy has been drafted to outline how the Housing Service will manage its CCTV systems. This policy forms part of the ongoing review of housing management policies and procedures taking place in 2018-19. It also outlines our approach to private CCTV installed by residents and commercial users.

## **Current Position**

5. The use of CCTV by public authorities is covered by the Surveillance Camera Code of Practice, which is statutory guidance provided for by s.29 of the Protection of Freedoms Act 2012 ("the 2012 Act"). The Code of Practice contains advice on the proper use and management of CCTV systems by public authorities, including the data protection and privacy principles to be considered when using CCTV systems.
6. Section 33 of the 2012 Act places a duty on relevant authorities (of which the Corporation of London is one) to "have regard" to the Code of Practice when exercising functions to which the Code relates.
7. The Code contains twelve guiding principles for the use of CCTV by public authorities. These principles are designed to ensure that any surveillance is necessary and proportionate and that the data captured is stored securely and handled in accordance with data protection principles.
8. The draft CCTV Policy is intended to explain our approach to managing our CCTV systems and underline our commitment to meeting the twelve principles outlined in the Code of Practice.
9. The Policy also addresses the issue of "private" CCTV. CCTV systems and stand-alone recording devices can be bought and installed relatively cheaply, and some residents and commercial users on City housing estates have fitted their own devices. While providing reassurance to the individual householder, private use of CCTV does raise questions about data protection, and private use does still fall within data protection rules.
10. Private CCTV has also led to concern from residents who are worried about privacy issues, and there have been instances of residents complaining to the City about their neighbours installing their own CCTV to monitor property that does not belong to them.
11. The City's standard Tenants' Agreement and Handbook prohibit the use of CCTV by residents to monitor communal areas. The draft policy retains this approach, though officers are given the discretion to make exceptions if justified.

## **Conclusion**

12. The City of London's Housing Service manages several CCTV systems on its estates. The City, as a public authority, is obliged to have regard to the Surveillance Camera Code of Practice in operating these systems and when considering introducing new ones. The new policy aims to provide reassurance to residents around the data protection implications of CCTV systems located on our estates.
13. The CCTV Policy outlines our commitment to complying with the principles contained in the Surveillance Camera Code of Practice and to ensuring that we meet our data protection obligations.
14. We also outline our approach to private CCTV installed by individual residents and commercial users.

## **Appendices**

- Appendix 1 – Closed-Circuit Television (CCTV) Policy
- Appendix 2 – Summary of feedback and responses from the consultation

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