

SERVICE BULLETIN REGARDING CCTV ICO REGISTRATION 21/02/2013

As you may have read in the press, the Information Commissioners Office (ICO) oversees any registrations required for the storage and administration of any sensitive data which is subject to the Data Protection Act (DPA). This can encompass many activities such as Financial Customer databases, Credit Referencing databases etc. A CCTV system is designed to store image data and therefore you may have certain responsibilities in respect of the Data Protection Act.

We are issuing this bulletin as we have been approached by several clients wishing to confirm their obligations regarding CCTV systems and the DPA itself. Hopefully this will confirm the current situation to all relevant CCTV Administrators.

It has been the case for some time now that any public area CCTV systems, i.e. Shopping Centres, High Streets, are required to be registered with the ICO and this also entails an annual fee. More recently, the guidance from the ICO is to register any CCTV system, other than domestic. This may also include any systems that have been in situ for a number of years, or do not have any public areas being monitored by the system.

Regarding multi-tenanted residential buildings with common areas being monitored. We have been advised that these may need to be registered dependent on the organisational setup of the building management. The ICO themselves can be contacted on a site by site basis, as per below, to determine requirements.

This process needs to be carried out by the system "Data Controller" i.e. the person responsible for the day to day system administration and therefore Fidelity Integrated Systems cannot carry this out on your behalf.

We also recommend that appropriate signage is displayed at the entrance to your monitored areas e.g. main reception area, or in any externally monitored areas.

You can register your CCTV system with the Information Commissioners Office (ICO) by visiting www.ico.gov.uk and following the appropriate links.

More useful information and an ICO CCTV code of practice can be found at the following link or via the general enquiries number 0303 123 1113:

http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.aspx

As usual, should you have any queries that we can assist with, please contact us at service@fidelityintegrated.com

