

Tenant and Leaseholder request for Landlord's permission for the installation of Closed Circuit Television ("CCTV") & associated guidance.

Please complete this form if you intend to install CCTV at your property.

We will respond to you within 14 working days.

Is your rent account up-to-date? We may withhold permission if it isn't.

Please read the conditions & guidance at the end of this form. Additional conditions may be attached to any permission we give you for the installation of CCTV.

If you have any queries contact 01952 217100, call into your local shop, or email: enquiries@wrekin.com or visit our website www.wrekin.com

Name:

Address:

Contact telephone number (home):

(mobile):

Details of the reasons for & the proposed location of the CCTV:

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.....

Name, address and telephone number of any proposed contractor (company or individual):

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If we give permission, when will the CCTV be installed?

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Signature of tenant(s): _____

Date: _____

Thank you for taking the time to complete this form. Please return the completed form to:

The Wrekin Housing Group Limited, Colliers Way, Old Park, Telford TF3 4AW, return it to your local Group shop or email to: enquiries@wrekin.com

Conditions for the granting of permission to install CCTV at the property.

- You have an up to date rent account – permission may be withheld until you do.
- You have no other breaches of tenancy conditions – permission may be withheld until they are resolved.
- You have been given our express written permission.
- You are responsible for the cost.
- You will be responsible for all future repairs and maintenance to any CCTV you install at the property.
- The installation must be carried out by a competent person and, if they involve electrics, a qualified person.
- The CCTV must be securely fixed on an external wall and adequate care must be taken to ensure that the property is not damaged or altered.
- If you cause damage to the property as a result of the installation, you must put it right. If you don't, and the Group has to put it right, you will be recharged the cost.
- If you leave you must remove the CCTV and return the property to its original condition at your cost.
- You must comply with any conditions attached to our permission to carry out the installation.
- If your contractor will need access across a neighbour's property, you must get your neighbour's written permission and give us a copy.
- The CCTV must not be able to view any neighbouring property or any surrounding public area, eg, footpath, pavement or road etc. If any camera is focussed on neighbouring homes or property, it may be deemed that this is behaviour capable of nuisance or annoyance which is in breach of the terms of the tenancy agreement and you will be asked to remove it.
- The CCTV footage must be made available to the Police or a member of Group staff if it is needed as part of any investigation of crime and/or anti-social behaviour.
- CCTV must not be used in communal areas.
- You will comply with relevant UK law.

Guidance on the use of CCTV at your property.

Purpose

The Group acknowledges that tenants and leaseholders may wish to protect their property. We recognise that some tenants and leaseholders may feel more secure if they install CCTV which can be an effective means of deterring and detecting crime and anti-social behaviour.

This guidance is for tenants and leaseholders & also for Group staff, and it sets out the legal requirements that must be followed.

Reasons for requesting permission to install CCTV

Before installing CCTV, you should ask the following questions as there may be other cheaper, more proportionate security options you can consider, eg, security lighting.

- Why do I need CCTV?
- Could I use another means to protect my home, eg, security lighting
- What is it that I want the CCTV to view and record?
- Can I avoid intruding onto neighbouring property and public areas?

Taking responsibility for your CCTV system

Before installing CCTV you should be aware of your responsibilities:

- You are responsible for ensuring that the CCTV system is installed correctly
- You are responsible for all the information recorded by your system
- You must ensure that the information recorded is not used for any other purpose than protecting your property
- You must ensure that you understand how your system works
- You should check the position of your camera (s) from time to time to make sure that they are not overlooking someone else's property or public space

Storing the recorded information

You should ensure that you take the following steps when storing information recorded on your CCTV system:

- You must make sure the date and time on your system are accurate
- You should not store any images recorded for longer than is necessary and you should delete them once they are no longer required
- You must keep recordings secure

Legal Requirements

It is important to consider the privacy of others when you wish to install CCTV at your property.

The use of CCTV is covered by data protection legislation, and the Human Rights Act 1998.

Usually, the use of CCTV for domestic purposes is exempt from data protection legislation. However, should your camera (s) capture any images outside the boundary of your property, such as neighbouring properties or the street, the use will not be covered by the domestic use exemption and you will need to register with the Information Commissioner's Office ("ICO") as a Data Controller. Capturing images outside of the boundary of the property may also amount an invasion of privacy under the Human Rights Act 1998.

Please visit the ICO website for further information

<https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>

<https://www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property> or call 0303 123 1113.

You can also read the Surveillance camera code of practice at

<https://www.gov.uk/government/publications/update-to-surveillance-camera-code>

If you are, or have been, a victim of anti-social behaviour, we would advise you to contact your Housing Executive at your local shop or the police.