

Domestic Recording Systems (e.g. CCTV and Smart Doorbells)

Tenant Guidance

Publication date: V1.1 June 2025

Next review date: May 2028

Table of Contents

Domestic Recording Systems (e.g. CCTV and Smart Doorbells)	1
Document Control	1
Governance	1
Revision history	1
1 Introduction	2
2 Installation and permission	2
2.1 Asking for permission	2
2.2 Composite and UPVC doors	2
2.3 Flats, maisonettes and residential/sheltered homes	3
3 Using recording equipment responsibly	3
3.1 General guidance	3
3.2 Recording images of people outside the boundary of your home	3
3.3 Anti-social behaviour or crime concerns	4
4 Concerns about the presence of recording systems	4
5 Summary	5

Document Control

Governance

Table 1 – Document information

Item	Response
Title	Domestic Recording Systems (e.g. CCTV and Smart Doorbells) - Tenant Guidance
Responsible officer	Head of Housing Management & Partnerships
Author	Lisa Hodgson, Housing Services
First approved by	Information Governance
Version approval date	6 th June 2025
Next review date	6 th June 2028
Review responsibility	Head of Housing Management & Partnerships
Applicable to	Tenants and licensees of Kirklees Council-owned properties

Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
27/11//24	1.0	L Hodgson	Information Governance	First publication
06/06/25	1.1	J Greatbatch	J Sharpe	Reformatted to meet Kirklees Council's document accessibility standards. Clarification provided on composite and UPVC doors, and on flats etc. (2.2, 2.3).

1 Introduction

This guidance covers domestic recording systems which capture video or sound recordings. The type of equipment includes (but is not limited to) Closed Circuit Television (CCTV) and smart doorbells.

The guidance is for:

- tenants or licensees in a Kirklees Council-owned property who are considering installing a recording system;
- tenants or licensees in a Kirklees Council-owned property who have concerns about the presence of a domestic recording system.

Further information can be found on the [Information Commissioner's Office website](#) but please ensure you consider this alongside your own tenancy agreement.

2 Installation and permission

2.1 Asking for permission

Under Section 97 of the Housing Act 1985, you have a right to carry out your own alterations or improvements, but you must get permission, in writing, from your tenancy management team.

Depending on who manages your tenancy, please contact either Kirklees Council's Homes & Neighbourhoods Service or Pinnacle Group Ltd directly. Further details and contact information can be found at:

- [Home Improvements | Kirklees Council \(Homes & Neighbourhoods\)](#)
- [Pinnacle Group Ltd | Kirklees Council](#) or telephone: 03300 361517

If you have already installed recording equipment, please discuss this with your tenancy management team as soon as possible and ensure you are aware of and have implemented the remaining guidance in this document.

2.2 Composite and UPVC doors

No doorbells or other recording equipment may be fixed to composite or UPVC external doors in council-owned properties (including Pinnacle-managed properties) without the written permission of Kirklees Council. Any damage caused to the property during installation will be recharged to you. Where equipment has been installed, this becomes your responsibility to maintain.

2.3 Flats, maisonettes and residential/sheltered homes

Smart doorbells and other recording equipment are not permitted in blocks of flats, maisonettes or residential/sheltered homes where the council or Pinnacle has already installed CCTV. If you live in one of these properties without existing CCTV, you must get written permission from the landlord before the installation of a smart doorbell or other recording equipment. If permission is given, you will be responsible for any future maintenance. Any damage caused to the property during installation will be recharged to you. **No doorbells can be fixed to composite or UPVC doors in these properties.**

3 Using recording equipment responsibly

3.1 General guidance

You have a responsibility as part of your tenancy agreement to ensure the actions of anyone living in or visiting your home do not cause nuisance to, or harass, annoy, distress or worry another person in Kirklees. This also includes any actions which interfere with the peace, comfort or convenience of other people.

You must use recording equipment in a way that respects other people's privacy and be aware of the laws that may apply to you.

You should try to ensure your recordings only capture your own home and garden/s (within your property boundary). Try to point cameras away from other homes, gardens, or shared spaces such as communal landings or a public footpath or street.

3.2 Recording images of people outside the boundary of your home

If it is not possible to only record your home and garden/s, and the recording equipment you install captures images outside of your property boundary, you need to consider how intrusive this is for others.

The General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018 will also apply, and **you should ensure your use of recording equipment meets current and future laws.** You should also have a justified reason for capturing images outside of your property boundary – an individual, your Housing Management Officer or the Information Commissioner's Office may ask you for this. The following websites will help you:

- [Information Commissioner's Office 'for the public'](#) – this site gives information about data protection and information rights including specific information about domestic CCTV.

- [UK Government – Data Protection](#) – this explains the Act and your responsibilities under it.

You must:

- Tell people you are using recording equipment – put up signs saying recording is taking place.
- Only record what is needed to achieve the purpose of using the system.
- Keep recorded footage safe and ensure no-one can access it without good reason.
- Regularly or automatically delete the footage.

You should also uphold the rights of people whose images and/or audio you are capturing.

- Individuals have a right to access the personal data you hold about them, including identifiable images. They can ask you verbally or in writing. You should respond as soon as possible and provide them a copy of the data.
- If people ask you to delete your footage of them, you should do this. You can refuse to delete it if you need to keep it for a legal dispute. You should tell them this and, if needed, they can challenge this in court or complain to the Information Commissioner's Office.
- Consider any objections you get from particular people about capturing their images and think about whether you do need to record images beyond your property boundary.

3.3 Anti-social behaviour or crime concerns

If you are considering installing recording equipment because you have concerns about anti-social behaviour and/or criminal activity, please ensure you have reported this as appropriate to your Housing Management Officer and/or the Police.

4 Concerns about the presence of recording systems

If you are unhappy about someone using a domestic recording system to record you or your home, in the first instance you should aim to discuss your concerns with the person. You should make contact and ask why they are using the recording system, explaining your concerns, and ask to see what they are recording.

The same steps should be taken if you believe that the person is recording a member of your household and in particular your children or vulnerable adults. However, if you believe they are filming your child inappropriately or to cause them harm, you should contact the Police.

Where tenants still have concerns about the recording equipment that has been installed by another tenant of Kirklees Council, please raise this with your Housing Management Officer. This will be considered on a case-by-case basis to assess whether a breach of tenancy conditions has occurred.

5 Summary

In summary:

- You need permission in writing to install a domestic recording system.
- Kirklees Council expects tenants to treat others civilly and not cause them harm or distress.
- We expect tenants to take due care and consideration when using recording systems and to abide by any relevant data protection laws.
- Where Kirklees Council or others believe tenants have not taken due care and consideration, we will assess each case individually.
- Where the outcome of the assessment is not in favour of the tenant, we may deem this a breach of their tenancy agreement.