

# CCTV in the workplace: know your rights



**UNISON has become aware that, in at least one workplace in Dudley Borough, CCTV surveillance systems have been abused by an employer**

We are getting in touch with you to make sure that you know what your rights are in cases where working areas are subject to Closed-Circuit Television (CCTV) surveillance.

CCTV is in use in several workplaces in Dudley. Its purpose can be to deter crime or vandalism or to help protect the safety of public service users.

But where it could be used to monitor employees in their workplace, we should make sure that employers comply with UK law and published guidance. For example, CCTV usage must be within [UK GDPR and Data Protection Act 2018](#) and [Human Rights Act](#). There always should be:

- **A Lawful Purpose**

Reducing crime or protecting health and safety can be lawful purposes of CCTV. While staff can be monitored in some circumstances, **snooping on employees or covertly recording workers is unlawful.**

- **Clear Signage**

Employers must tell you in advance what monitoring is taking place. Clear signage in the workplace should inform both staff and visitors that they are being recorded.

- **A Data Retention Policy**

There should be a written policy on how long the CCTV video is kept (which you can ask to see). It should not usually be kept more than 30 days.

- **Secure Storage & Limited Access**

Video captured by CCTV must be stored securely and only viewed authorised people. Records should be kept whenever it is accessed and by whom. CCTV footage is classified as personal data — access should be strictly controlled.

**Audio Recording:** the capture of audio using CCTV is usually only permitted on rare occasions. There are strict rules about when and how audio can be recorded — in particular, any person in a workplace with audio recording must be aware that both video and sound are being captured.

For more detailed information, you can visit webpages on the subject by the [UK Government](#), the [Information Commissioner](#) or [UNISON](#).

## **We are interested in hearing your experience**

Do you have CCTV in your workplace? If you have questions or concerns about the way it is run, you can email us in confidence on [dudley\\_unison@msn.com](mailto:dudley_unison@msn.com) with the email subject title 'CCTV'.



**PLEASE SHARE THIS WITH YOUR CO-WORKERS**

**[Join Online](#)**