



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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Principal: Mr. Barry O'Shea

Deputy Principal: Ms. Gillian Murphy

CCTV System Policy

Introduction

The use of CCTV systems has greatly expanded in recent years. So has the sophistication of such systems.

The expanded use of CCTV systems has society-wide implications. Unless such systems are used with proper care and consideration, they can give rise to concern that the individual's "personal space" is being unreasonably eroded.

Purpose of Policy

Presentation Secondary School, Ballyphehane processes personal data in the form of recorded CCTV images. We use CCTV for the following purposes:

- (i) to secure and protect the school's premises and assets;
- (ii) to deter crime and anti-social behaviour;
- (iii) to assist in the investigation, detection, and prosecution of offences;
- (iv) to monitor areas in which cash and/or goods are handled;
- (v) to deter bullying and/or harassment;
- (vi) to maintain good order and ensure the school's Code of Behaviour is respected;
- (vii) to provide a safe environment for all staff and students;
- (viii) for the taking and defence of litigation;
- (ix) for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as to facts and where the recordings may be capable of resolving that dispute.

Scope of Policy

This policy applies to all personnel in and visitors to Presentation Secondary School, Ballyphehane and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school, together with its visitors.

General Principles

The Board of Management of Presentation Secondary School, Ballyphehane has a statutory responsibility to protect school property and equipment as well as providing a sense of security to its employees, students and visitors to its premises.

Presentation Secondary School, Ballyphehane owes a duty of care under the provision of Health & Safety Welfare legislation and utilises CCTV systems to further enhance the health and safety of the school community on the premises.

Monitoring

Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy.

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the B.O.M including Dignity at Work Policy, Bullying and Harassment in the Workplace Policy, Sexual Harassment Policy and other relevant policies including the provisions set down in Equality and other Education related legislation.

The industry code of practice for video monitoring prohibits monitoring based on the characteristics and classifications contained in Equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

The Principal will provide written material as required describing the location and purpose of CCTV monitoring and guidelines for its use. The Board of Management will also be informed of the location of the CCTV cameras. Data from the CCTV system will be accessed and used in accordance with Data Protection Regulations.

There is one recording monitor in operation in Presentation Secondary School, Ballyphehane . Signage is erected at all main entrances to the premises to inform all visitors of the existence of CCTV.

Staff, students and parents/guardians will be informed of the existence and purposes of the CCTV system as outlined above. The right of access for students and staff to images captured by CCTV cameras shall be in accordance with the EU General Data Protection Regulation of 2016/679 (GDPR) as outlined below.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the data protection legislation (GDPR and Data Protection Act 2018). The Data Controller in respect of images recorded and stored by the CCTV system in the school is the Board of Management who delegates this role to the Principal on a daily basis.

The personal data recorded and stored by the CCTV system will only be available to the Data Controller. The CCTV system shall not be used to monitor staff performance or conduct.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request a copy of personal data processed by the system. Such requests shall be made in writing to the Principal and a response must be provided within one calendar month.

If images/footage needs to be pixelated for data protection purposes, the cost to do so will be borne by the requester of the images/footage.

Personal data recorded by the CCTV system shall be retained for a maximum of 28 days. Thereafter, it will be deleted automatically.

The recorded footage and the monitoring equipment shall be securely stored.

The following procedures shall be followed in the event that An Garda Síochána seek to view or take a copy of CCTV footage from the School's CCTV system.

1. A request from An Garda Síochána must be made in writing on Garda headed notepaper.
2. However, in cases of urgent investigations the school may provide access to Gardaí based on verbal request.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the B.O.M.

Responsibilities:

The Principal will;

- Ensure that the use of CCTV systems is implemented in accordance with the policy sent down by the B.O.M.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the school.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring at Presentation Secondary School, Ballyphehane is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or material in compliance with this policy.
- Maintain a record of the release of discs or any material recorded or stored in the system.
- Ensure that the perimeter view from fixed location cameras conform to this policy both internally and externally.
- Provide a list of the CCTV cameras and the associated monitoring equipment and the capabilities of such equipment located in the school to the B.O.M for formal approval.
- Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.

NOTE (Temporary cameras does not include mobile video equipment or hidden surveillance cameras used for criminal investigations)

- Give consideration to and refer to the B.O.M both students and staff petitions regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.

- Ensure that all areas being monitored are not in breach of an expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place.
- Advise the Board to ensure that adequate signage, at appropriate and prominent locations is displayed.
- Ensure that external cameras are non-intrusive in terms of their positions and views of residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitors are stored in a secure place with access by authorized personnel only.
- Ensure that recorded material is retained for a period not longer than 28 days and will then be erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the B.O.M.
- Ensure that camera control is solely to monitor suspicious behaviour.
- Ensure that mobile video equipment will only be used for criminal investigations and with the approval of the B.O.M. and the local Garda Authorities.

Signed John Cielhore Date: 8/02/24
Chairperson