

# St. Marks B.N.S. CCTV Policy

## INTRODUCTION

Closed Circuit Television Systems (CCTV'S) are installed in St. Mark's B.N.S. under the remit of the Board of Management.

## PURPOSE OF POLICY

*“The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises under the remit of the Board of Management of St. Mark's School.*

CCTV systems are installed (both internally and externally) in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at St. Mark's School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;

## GENERAL PRINCIPALS:

The Board of Management of St Mark's, as the corporate body, has a statutory responsibility for the protection of the school property and equipment as well as providing a sense of security to its employees, students and invitees to its premises. St Mark's owes a duty of care under the provision of Health, Safety and Welfare legislation and utilises CCTV systems and its associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life in St Mark's by integrating the best practices governing the surveillance of its premises.

The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.

This policy 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.

Information obtained through video monitoring may only be released when authorised by the Principal, following consultation with the Chairperson of The Board of Management.

Data from the CCTV system will be accessed and used in accordance with Data Protection Regulations

**Cameras will be located in the following areas:**

Internal:

- Top entrance and Corridor x 1
- Bottom Corridor x 1
- Lower Stairs x 1
- Upper Floor Corridor Area x 1

External:

- Car Park and Gate x 2
- New Playground x 1
- Side garden x 1
- Field x 1
- Yard x 1

**NOTIFICATION – SIGNAGE:**

Warning signs that CCTV Cameras are in operation within our school will be placed at each entrance.

**STORAGE & RETENTION:**

The Data Protection Act states that data “Shall not be kept for longer than necessary”. The CCTV system installed in St. Mark’s automatically deletes information on the 7<sup>th</sup> day.

**DATA CONTROLLER:**

The data controller in respect of images recorded and stored by the CCTV system in the school is the Principal on behalf of The Board of Management.

**Access Requests:**

Any person whose image is recorded on CCTV has the right to seek and be supplied with their own personal data of the footage. To exercise that right, a person must make an application in writing. The Data Controller may charge up to €6.35 for responding to such a request and will respond in 40 days.

1. When making an Access Request for CCTV Footage, the requester should provide the Data Controller with a reasonable indication of the time frame of the recording being sought. That is: They should provide details of the approximate time and

specific date(s) on which the image was recorded. It would not suffice for a requestor to make a very general request, saying that they want a copy of all CCTV footage held on them

2. The following procedures shall be followed in the event that An Garda Síochána seeks to view or take a copy of CCTV footage from the school's CCTV systems:
  - a. The data controller shall satisfy himself/herself that there is an investigation underway.

*and/or*

- b. A request from An Garda Síochána must be made in writing on Garda headed notepaper.

## **IMPLEMENTATION AND REVIEW**

The policy will be reviewed and evaluated from time to time e.g.: any changes made to the system.

On-going review and evaluation will take cognisance of changing information or guidelines.

## **RESPONSIBILITIES:**

The Board of Management will:

- Ensure that a policy is in place, compliant with relevant legislation, to govern the use of CCTV in the school.
- Ensure this policy is reviewed regularly by the Board of Management.

The Principal will:

- Act as Data Controller on behalf of the Board of Management.
- Ensure that the use of the CCTV system is used in accordance with the policy set down by the Board of Management.
- Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within the school
- Be responsible for the release of any information or material in compliance with this policy.
- Ensure that recorded material is retained for a period not longer than 7 days and will be erased unless required as part of a criminal investigation.