

TULLOW COMMUNITY SCHOOL
POLICY ON CLOSED CIRCUIT TELEVISION (CCTV)

Closed Circuit Television Systems (CCTV) are installed in Tullow Community School under the remit of the Board of Management and is operated in compliance with the Data Protection Acts 1998 and 2003.

Purpose of the Policy

The function of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of the internal and surrounding environs of premises of Tullow Community School.

Primary Aim of CCTV Systems

Tullow Community School has installed CCTV's internally and externally on our premises for the purpose of

- Deterring crime
- Providing a sense of security to its employees, student and visitors to its premises
- Monitoring areas for prevention and detection of crime
- Assisting in the apprehension and prosecution of offenders
- Creating mindfulness among occupants in order to deter bullying, vandalism, crime and theft
- Assisting in the protection and safety of property, equipment and materials
- Health & Safety
- Discharging the schools duty of care within and/or in the external environs of the premises (during both day and night hours)

Scope of Policy

This policy applies to all employees, students in, and visitors to Tullow Community School and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

CCTV POLICY

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the Board of Management including Non-discrimination Policy, Bullying and Harassment in the Workplace Policy, Sexual harassment Policy and other relevant policies including the provision set down in Equality and other Education related legislation.

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

Monitoring, for security purposes, will be conducted in a way that does not violate the reasonable expectation to privacy as defined by law.

CCTV monitoring of political or religious activities, are prohibited by this policy.

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

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.

Video monitoring of public areas, for security purposes, within the school, is limited to uses that do not infringe the reasonable expectation to privacy as defined by law.

Data from CCTV systems will be accessed and used in accordance with Data Protection Regulations.

Staff, students and parents/guardians will be informed of the existence and purposes of the CCTV system.

DATA PROTECTION

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts, 1998 and 2003. 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. The Data controller is responsible for the keeping and the use of personal information in manual files or on computerised systems.

The personal data recorded and stored by the CCTV system is only available to the data controller and will be used only for the purposes outlined on the signage. The CCTV system is not used to monitor staff performance or conduct.

Individual Rights to Recorded Information

The Data Protection Acts 1988 and 2003 confer rights of individuals to request and receive a copy of their personal data stored on the CCTV system.

Requests by individuals, whose image has been recorded, must be made in writing to the Principal (Data Controller). The request will be complied with within a maximum of 6 weeks.

Retention of Information

PLEASE CHECK AS UNSURE WHERE YOUR INFO IS STORED ??

Personal data recorded by the CCTV system shall be retained for a maximum of 30 days. Thereafter, it is deleted automatically with the exception where material is retained to identify issues for investigative purposes.

The recorded footage and the monitoring equipment is securely stored in the Principal/Administrators office. Unauthorized access to that office is not permitted at any time. The office is locked when not occupied by the Principal/Administrator.

Third Party Access to Recordings

The Principal shall examine the information and only where deemed necessary, will relevant external bodies be allowed access. Information will only be released in compliance with the Data Protection Acts.

Recordings by the Schools CCTV will only be released to An Garda Síochána after the Principal has ascertained that there is an investigation in progress, by speaking the Station Sergeant or higher. The request must be put in writing from the Garda Síochána.

Principals Responsibilities

CCTV

The Principal will:

- Ensure that the CCTV monitoring at the school is consistent with the highest standards and protection and is in acquiescence with this policy
- Will present a full list of the CCTV cameras, monitoring equipment and capabilities of the equipment to the Board of Management for approval
- To recommend to the Board to ensure that sufficient signage is displayed prominently at the appropriate location
- Manage the use of CCTV monitoring for safety and security purposes within Tullow Community School
- Review the current camera locations and approve the location of necessary temporary cameras*, used during special events, and oversee their removal after the event
- To guarantee that areas under CCTV monitoring are not in breach of the privacy of individuals in the school
- In order to comply with the “Reasonable Expectation of Privacy” ascertain that cameras are not invasive in relation to their positions and views of residential housing
- Give deliberation to petitions from both staff and students in relation to invasion of privacy due to the positioning of a particular camera and will confer with the Board of Management re petition
- Guarantee that monitors are accessible by authorised personnel only

Data Protection

- Be accountable for and preserve a record of the release of CCTV information in acquiescence with this policy and to ensure that recordings/images are not duplicated for release
- Undertake that recordings/images are stored in accordance with the Data Protection Acts 1998 and 2003
- Ensure that records (unless required as part of an ongoing investigation) will be destroyed or erased after one month

* *Temporary Cameras do not include mobile video equipment or hidden surveillance cameras used for criminal investigations*