

## **CCTV Policy Document**

CCTV has been installed in St Joseph's National School. The system is to be managed in accordance with the school policy regarding this issue as decided and agreed by the Board of Management of the school.

### **General Principles:**

St. Josephs N.S, Hacketstown has a statutory right for the protection of its property and equipment as well as providing a sense of security to its employees, pupils and invitees to its premises. St. Josephs N.S owes a duty of care under the provisions 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 of the school community by integrating the best practices governing the public and private surveillance of its premises.

### **Objectives of the system:**

- To protect the school buildings and their assets,
- To increase personal safety of staff, pupils and visitors and reduce the fear and incidence of crime,
- To support the Gardai in a bid to deter and detect crime,
- To assist in identifying, apprehending and prosecuting offenders,
- To protect members of the public and private property,
- To assist in managing the school,
- To assist in relation to matters other than security, namely, the promotion of and compliance with Health and Safety standards and taking appropriate disciplinary measures, where so required,
- The system will not be used to monitor staff conduct or performance, except where required to investigate the alleged commission of a crime.

Monitoring for security purposes 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 monitoring of political or religious activities, or employee and / or pupil evaluations would undermine the acceptability of the resources for use for critical safety and security objectives and is therefore prohibited by this policy.

### **Purpose:**

The purpose of the installation of CCTV coverage in the school is listed above and will operate in compliance with the Data Protection Acts 1998 -2003.

### **Information Gathered:**

#### **Location:**

The Comms Room (Cumarsáid) is where the system is installed and where it is controlled. The Administrator will check and confirm the efficiency of the system regularly and in particular that the equipment is recording properly and that cameras are functional. The recording equipment is located in a locked cabinet in the Comms Room. When the room is vacated the cabinet will be locked.

**Monitoring of information:**

Monitoring of the CCTV footage will be the responsibility of the Principal and/or the Deputy Principal. Dissemination of said footage will be at the discretion of the Principal and/or the Deputy Principal. Individuals may be requested and authorised to assist in vetting information gathered from time to time.

**Recording of information:**

Information will be recorded continuously. The surrounds of the school including the Astroturf pitch, junior play area, front entrance will be monitored by the external cameras and the three main external doors will be monitored by the internal cameras. All classrooms are exempt from any CCTV coverage. Expectations of individual privacy will be maintained and operation of the system will be mindful that no such infringement is likely to take place. Should petitions, from staff or students regarding invasion of privacy or confidentiality due to location of a particular camera or associated equipment, be submitted to the school they should be given full consideration.

**Duration of retention of information:**

All recordings will be retained for 4 weeks and will be automatically recorded over thereafter. The exception may be where material is retained on DVD to identify issues for investigative purposes. This will be in accordance with the Data Protection Acts 1988 – 2003. Such DVD's will be stored in the locked control cabinet.

**Access to recorded information:**

Relevant external bodies will be allowed access to information only in compliance with the Data Protection Acts 1998 - 2003 where deemed appropriate by the Board. Materials or knowledge secured by the school's CCTV system will only be released to third parties for use in the investigation of a specific crime and with the written authority of the Garda Síochána

**Notices indicating existence of CCTV:**

In accordance with current legislation appropriate disclosure of the existence of CCTV cameras will take place throughout the school. Notices will be posted indicating that cameras are operating in St. Joseph's N.S. This policy document has been brought to the attention of all relevant parties involved in St. Joseph's N.S and is on our website with copies available from the school office upon request.

Administrator: Gabriel Keane

**Review and Ratification**

This policy was ratified and communicated on 24/05/2016.

It will be reviewed again at the end of the 2019 school year and amended if necessary.

Signed: Edward Stole (Chairperson of Board of Management)