



## **BENNEKERRY N.S CCTV POLICY**

### **INTRODUCTION**

Closed Circuit Television Systems (CCTVS) are installed in *Bennekerry N.S*

New CCTV systems will be introduced in consultation with staff, the BoM and the parents' association. Where systems are already in operation, their operation will be reviewed regularly in consultation with staff, the BoM and the parents' association.

### **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 *BOM of Bennekerry N.S*

CCTV systems are installed externally in the 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 the School/ETB is intended for the purposes of:

1. protecting the school buildings and school assets, both during and after school hours;
2. promoting the health and safety of staff, pupils and visitors;
3. reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
4. supporting the Gardaí in a bid to deter and detect crime;
5. assisting in identifying, apprehending and prosecuting offenders; and
6. ensuring that the school rules are respected so that the school can be properly managed

### **SCOPE**

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. Where classes and activities are carried out in rented premises, Bennekerry N.S will ensure that CCTV systems, where installed, are operated only in a way that is compatible with the provisions of this policy.

### **GENERAL PRINCIPLES**

The *BOM of Bennekerry N.S* as the corporate body has a statutory responsibility for the protection of its property, equipment and other plant as well providing a sense of security to its employees, students and invitees to its premises. The *BOM of Bennekerry N.S* owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and their 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

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

Information obtained through the CCTV system may only be released when authorised by the Principal, following consultation with the Chairperson of the BoM and the school Insurance company. Any requests for CCTV recordings/images from An Garda Síochána will be fully recorded

## **COVERT SURVEILLANCE**

Bennekerry N.S will not engage in covert surveillance

Where An Garda Síochána requests to carry out covert surveillance on school premises, such covert surveillance may require the consent of a judge. Accordingly, any such request made by An Garda Síochána will be requested in writing and the school will seek Data Protection Commissioner/legal advice

## **NOTIFICATION – SIGNAGE**

The Principal will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. The location of CCTV cameras will also be indicated to the BoM and, in the case of ETB schools, also to the CEO.

Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to *Bennekerry N.S* property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location



### **WARNING**

#### **CCTV cameras in operation**

**Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behaviour, the prevention of bullying, for the safety of our staff and students and for the protection of Bennekerry N.S and its property. This system will be in operation 24 hours a day, every day. These images may be passed to An Garda Síochána.**

**This system is controlled by the BoM of Bennekerry N.S  
For more information contact our school office**

Appropriate locations for signage will include:

- at entrances to premises i.e. external doors, school gates
- reception area
- at or close to each internal camera

## **STORAGE & RETENTION**

Data Protection legislation states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained. A data controller needs to be able to justify this retention period. For a normal CCTV security system, it would be difficult to justify retention beyond a month (28 days), except where the images identify an issue – such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue

**Accordingly, the images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue**

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System

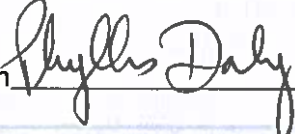
14. Ensure that monitoring tapes/DVDs/digital recordings are stored in a secure place with access by authorised personnel only
15. Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the BoM
16. Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
17. Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
18. Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas
19. Ensure that where An Garda Síochána request to set up mobile video equipment for criminal investigations, Data Protection Commissioner/legal advice has been obtained and such activities have the approval of the Chairperson of the Board

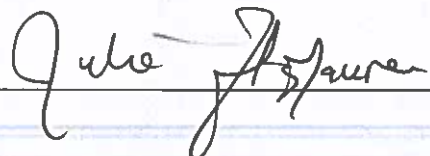
## **IMPLEMENTATION & REVIEW**

This policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school), national management bodies, legislation and feedback from parents/guardians, students, staff and others.

The date from which the policy will apply is the date of adoption by the BoM. Implementation of the policy will be monitored by the Principal of the school.

Date ratified : September 16<sup>th</sup> 2024

Chairperson  16.9.24

Principal  16.9.24