

MOATE COMMUNITY SCHOOL

POLICY ON CCTV SYSTEMS AND ASSOCIATED DATA MANAGEMENT

Closed Circuit Television System (CCTV) is installed in Moate Community School 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 the internal and surrounding environs of premises under the remit of the Board of Management of Moate Community School.

Purpose of CCTV Systems:

CCTV's are installed internally and externally in premises for the purpose of enhancing security of the building and its associated equipment as well as creating mindfulness among the occupants, at any one time, that a surveillance security system is in operation to deter bullying, crime, vandalism and theft. It has also been put in place as an aid to Health and Safety, and to the discharge of the school's duty of care within and/or in the external environs of the premises during both the daylight and night hours each day.

Scope of Policy:

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

General Principles:

The Board of Management, as the Corporate Body, has a statutory responsibility for the protection of its property, equipment and other plant, as well as providing a sense of security to its employees, students and invitees to its premises. The school owes a duty of care under the provision of Health, Safety and Welfare legislation and utilizes 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 at Moate Community School, by integrating the best practices governing the surveillance of its premises.

The primary aim of CCTV monitoring Moate Community School premises is to deter crime and vandalism and to assist in the protection and safety of the said property and its associated equipment and materials.

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.

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

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.

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 violate the reasonable expectation to privacy as defined by law.

This policy provides full information on the location of all internal and external CCTV cameras and outlines guidelines for their use. Data from CCTV systems will be accessed and used in accordance with Data Protection Regulations.

Cameras will be located in the following internal areas:

Signage will be erected in each location in which a camera is located. The signage will include the name and contact detail of the data controller as well as the specific purposes for which the CCTV camera is in place in each location.

i.e.

- to deter/detect bullying
- to deter/detect crime, theft and vandalism
- to ensure compliance with school's Code of Behaviour
- as an aid to security
- for Health & Safety purposes
- to enable the school to discharge its duty of care.

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 camera is in accordance with the Data Protection Acts 1998 & 2003 as outlined below:

Data Protection:

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts, 1998 & 2003. Under the Data Protection Acts a 'data controller' is the individual or the legal person who controls and is responsible for the keeping and use of personal information in manual files or in computerized form. 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 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.

Individuals whose images are recorded and stored by the CCTV system have the right to request and receive a copy of personal data processed by the system. Such requests shall be made in writing to the data controller and shall be complied with within a maximum of 40 days.

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

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

The following procedures are followed in the event that An Garda Siochana seeks to view or take a copy of CCTV footage from the School's CCTV systems:

- 1. The date controller shall satisfy himself/herself that there is an investigation underway by telephoning the Garda Station of the requesting Garda and speaking to the Station Sergeant or higher or to a member in the District Office.**
- 2. A request from An Garda Siochana must be made in writing on Garda headed notepaper.**

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Board of Management.

Responsibilities:

The Principal will:

- Ensure that the use of CCTV system is implemented in accordance with the policy set down by the Board of Management.
- 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 the school 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 material is not duplicated for release.
- Ensure that the perimeter view from fixed location cameras conform to this policy 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 Board of Management 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 Board of Management 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 enhanced 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 and include the following in such signage.

'This area is subject to Video Monitoring by the School Management Authority'.

- 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 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 Board of Management.
- Ensure that camera control is solely to monitor suspicious behavior and not individual characteristics.
- Ensure that camera control is not in breach of the intrusion on intimate behaviour by persons in public areas.

Ensure that mobile video equipment will only be used for criminal investigations and with the approval of the Board of Management and the local Garda Authorities.