



# **CBS Secondary School, Dungarvan.**

## **CCTV Policy**

### **Introduction**

Dungarvan CBS uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its students, staff and visitors, and to prevent loss or damage to school property.

The system comprises a number of fixed cameras.

The system does not have sound recording capability.

The CCTV system is owned and operated by the school, the deployment of which is determined by the Principal.

The CCTV is monitored centrally from the principal's office for supervision purposes only.

Access to the images is controlled by the Principal and Deputy Principal and is password protected.

This policy outlines the school's use of CCTV and how it complies with the GDPR.

All authorised personnel with access to images are aware of the procedures that need to be followed when accessing the recorded images.

Through this policy, all operators are made aware of their responsibilities in following the CCTV Code of Practice. The school's Data Protection Officer, the Principal, will ensure that all employees are aware of the restrictions in relation to access to, and disclosure of, recorded images by publication of this policy.

### **Statement of Intent**

CCTV warning signs are clearly and prominently placed at the main external entrance to the school, including further signage in other outdoor areas in close proximity to camera positions. In areas where CCTV is used, the school will ensure that there are prominent signs placed within the controlled area.

The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme will deliver maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **Siting the Cameras**

Cameras are sited so that they only capture images relevant to the purpose for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated.

The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with GDPR.

The school will make every effort to position cameras so that their coverage is restricted to the school premises, which includes outdoor/indoor areas.

CCTV will not be used in classrooms but in limited areas within the school building that have been identified as not being easily monitored at all times.

Members of staff are aware of where CCTV cameras are situated as indicated by the signage.

### **Storage and Retention of CCTV Images**

Recorded data will not be retained for 30 days. While retained the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely at all times in a locked store room and permanently deleted after 30 days.

### **Access to CCTV images**

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

### **Subject Access Requests**

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR within a 30 day period on a rolling basis.

All requests should be made in writing to the Principal. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

The school will respond to requests within 1 month of receiving the written request and any fee.

The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation

### **Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Gardai and service providers to the school where these would reasonably need access to the data (e.g. investigators).

Requests for images / data should be made in writing to the Principal.

The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

### **Complaints**

Complaints and enquiries about the operation of CCTV within the school should be directed to the Principal in the first instance.

### **Review**

Dungarvan CBS has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the schools community. It will not be used for other purposes. The school will conduct regular reviews of our use of CCTV.

**Proposed by:** \_\_\_\_\_ **Chairperson** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_