



PPS CCTV Usage Policy

Policy Statement

A Closed Circuit Television System (CCTV) is installed in Patrician Primary School Newbridge under the remit of the Board of Management.

The Board of Management of Patrician Primary School, as the corporate body, has a statutory responsibility for the protection of the school property and equipment as well as providing a sense of security to its employees, students and invitees to its premises. Patrician Primary School owes a duty of care to pupils and staff under the provisions of Health, Safety and Welfare legislation. As part of this, Patrician Primary School utilises a CCTV system and its associated monitoring and recording equipment as an added mode of security and surveillance. The purpose of this is enhancing the quality of school life by integrating the best practices governing the surveillance of its premises.

Purpose of the Policy

The purpose of this policy is to regulate the use of CCTV and its associated technology in the monitoring of the premises environs under the remit of the Board of Management of Patrician Primary School.

Purpose of the CCTV System

The CCTV system (11 cameras) is installed internally and externally on 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 to deter crime, vandalism, theft and anti-social behaviour.

Scope of this policy

This policy applies to all staff, pupils, and visitors to Patrician Primary School. It relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.



General Principles

The function of the CCTV system in Patrician Primary School is security i.e. 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 and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy.

Information obtained through video monitoring may only be released when authorised by the Principal, following consultation with the Chairperson of The Board of Management. This information may only be obtained if it is in relation to the above-mentioned function i.e. a request for security footage from An Garda Síochána.

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 the provisions set down in Equality and other Education related legislation.

The industry code of practice for video monitoring prohibits monitoring based on the classifications contained in Equality and other related legislation e.g. gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

Video monitoring of public areas, for security purposes, within Patrician Primary School is limited to areas that do not violate the reasonable expectation to privacy as defined by law.

Data from the CCTV system will be accessed and used in accordance with GDPR Regulations. CCTV footage is only accessible from a single device, which is password protected and stored in a locked office. The footage is stored on the hard drive of this device and not accessible by any third parties via cloud storage or similar. Any CCTV usage must be recorded in the 'CCTV Access Log' which is stored in the office. This document must also be signed and dated along with stating the purpose for usage.

The CCTV system in Patrician Primary Newbridge will not be used for the following:

- Monitoring pupil behaviours and interactions on yard and within the school boundaries
- Investigating anti-bullying cases or other allegations of bad behaviour within the school premises
- Monitoring staff entrance and exit or other movements

Signage is erected at the school entrance advising that a CCTV System is in operation in at the school.

This policy is made public on the school website www.patricianprimary.ie and therefore, staff, pupils and parents/guardians are informed of the location and purpose of the CCTV system as outlined above. The right to access images captured by CCTV cameras shall be in accordance with the Data Protection Acts of 1998 and 2003, and as Patrician Primary School GDPR Policy.



Camera Locations:

There are eleven CCTV camera covering the interior and exterior of the school. Camera locations are available on request from the school principal.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts of 1998 and 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 a computerised 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 will only be available to the data controller and will be used only for the purposes outlined in this Policy.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system. The request form is in the appendices of the school GDPR policy. Such requests shall be made in writing to the school data controller and shall be complied with within a maximum of 40 days. Personal data recorded by the CCTV system is retained for a maximum of 14 days. Thereafter it is deleted automatically. It should be noted that the process of complying with such a data request is a time-consuming one. It involves liaising with the data commissioners as well as the CCTV providers before any data can be gathered. The school can only provide data that is still stored on the system after these other parties have supported the process.

The recorded footage and the monitoring equipment shall be securely stored in the Principal's office. Unauthorised access to this office is not permitted at any time. The Offices are kept secure when unoccupied.

The following procedures shall be followed in the event that An Garda Síochána seeks to view or take a copy of CCTV footage from the school's CCTV systems:

1. The data controller shall satisfy himself/herself that there is an investigation underway
2. A request from An Garda Síochána must be made in writing on Garda Síochána headed notepaper.

All CCTV systems and associated equipment are required to be compliant with this Policy.



Roles and Responsibilities:

The **Board of Management** will:

- Ensure that the CCTV Policy is in place, compliant with relevant legislation, to govern the use of CCTV in the school
- Ensure this Policy is reviewed regularly by the Board of Management.

The **Principal** will:

- Act as Data Controller on behalf of the Board of Management
- Ensure that the use of the CCTV system is used in accordance with this Policy as 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 CCTV monitoring systems are compliant with this Policy
- Be responsible for the release of any information or material in compliance with this Policy
- Maintain a record of the release of any material recorded or stored on this system
- Provide a list of the CCTV cameras, their locations and the associated monitoring equipment and the capabilities of such equipment to the Board of Management for formal approval
- Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within the school
- Advise the Board of Management to ensure that adequate signage, at appropriate and prominent locations, is displayed
- Ensure that external cameras are not intrusive in terms of their positions and views of residential housing and comply with the principle of 'reasonable expectation of privacy'
- Ensure that recorded material is retained for a period not longer than 14 days and will 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 monitors are stored in a secure place with access by authorised personnel only.
- Ensure that staff are familiar with this policy and that any revisions are publically shared via the school website

Related Documentation

All school policies are consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place, being developed or reviewed, are examined with reference to the CCTV Policy and any implications which it has for them are addressed.

The following policies are among those considered:

- GDPR Policy
- Child Safeguarding Policy
- Anti-Bullying Policy
- Code of Behaviour

The CCTV Policy has been developed mindful of the school's obligation under GDPR Legislation.



Contact

Any queries regarding this policy should be directed to info@patricianprimary.ie or by phoning 045 432 174

Communication, Ratification and Review

This policy was originally ratified and adopted by the Board of Management of Patrician Primary School in May 2022 after consultation with staff and Parent Association representatives and reviewed again in November 2024.

It will be reviewed in May 2027 or beforehand if necessary.

This policy has been made available to school personnel, published on the school website and provided to the Parents Association.

Signed: Brian Mulvey (Chairperson of the Board of Management)



Date: 20/1/25


Signed: David Dempsey (Principal)



Date: 20/1/25



Version Control

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