

# **St. John the Baptist Primary School**

## **Bunscoil Eoin Baiste**



## **Closed Circuit Television Policy**

## **1.0 Introduction**

This policy details the school's use of Closed-Circuit Television (CCTV). At St. John the Baptist Primary School/Bunscoil Eoin Baiste, we are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use Personal Information.

The system comprises a total of several cameras located around the exterior of the school. 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 school's leadership team. The CCTV is monitored centrally from the principal's office. The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

## **2.0 Purpose**

In the school CCTV images are used to reduce crime and monitor the school buildings and grounds in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent loss or damage to the school property.

The school's CCTV system is registered with the Information Commissioner under the terms of the General Data Protection Regulation (GDPR). The use of CCTV, and the associated images and any sounds recordings (if upgraded in the future) is covered by the DPA. This policy outlines the school's use of CCTV and how it complies with the legislation. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators will be trained about their responsibilities under the CCTV policy. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

## **3.0 Statement of Intent**

The school complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use. CCTV warning signs are clearly and prominently placed at all external entrances to the school. Signs contain details of the purpose for using CCTV. In areas where CCTV is used, the school ensures that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area. The planning and design have endeavoured to ensure that the system gives 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.

#### **4.0 Siting the Cameras**

Cameras are sited so they only capture images relevant to the purposes for which they are installed, (as described above), and care is taken to ensure that reasonable privacy expectations are not violated. The school ensures that the location of equipment is carefully considered to ensure that images captured comply with the legislation. The school has made every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas. There are some CCTV cameras inside the building. These are used to monitor entrance and exit points and main thoroughfares only. There are no CCTV cameras in classrooms. Members of staff know where CCTV cameras are situated.

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

The school retains CCTV images for approximately 28 days. The school does not routinely store CCTV images, but should the need arise, the required CCTV image is downloaded and stored securely in a locked environment.

#### **6.0 Access to CCTV Images**

Access to recorded images will be restricted to those staff authorised to view them (normally the principal, vice principal, board of governors or member of the safeguarding team), and will not be made more widely available. No person shall view the CCTV individually. It must be viewed with another authorised person.

#### **7.0 Subject Access Requests (SAR)**

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR. All requests should be made in writing using the SAR request form to the Data Protection Officer. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example, data, time and location. The school will respond to requests within 1 calendar month of receiving the request. 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.

#### **8.0 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 Police and service providers to the school where these would reasonably need access to the data (e.g. investigators). The data may be used within the

school's complaints policy and discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

## **9.0 Complaints**

Complaints will be dealt with in accordance with the school's Complaints Procedure.

## **10.0 Monitoring and Evaluation of the Policy**

The Board of Governors will ensure that this CCTV Policy is reviewed every two years and revised as necessary in the light of changes in circumstances and/or legislative requirements.