



## **Clifden Community School CCTV POLICY**

### **Mission Statement**

*Our mission in Clifden Community School is to continue to provide a challenging educational environment in which all members of the school community irrespective of ability level or background can realise individual and collective potential in a caring environment which values and strives for quality and creativity in all that it offers. We are committed to preparing our pupils for adult life by learning responsibility, respect and personal regard for self and others under our banner of Lux, Pax, Felicitas - Light, Peace Happiness in an atmosphere that encourages positive self-esteem.*

### **INTRODUCTION**

Cognisant of its duties and responsibilities to the various stakeholders under Health, Safety and Welfare, the Board of Management has installed a Closed Circuit Television System (CCTVS) in Clifden Community School. The Board is committed to an annual review of the operation of the CCTV system in consultation with Staff, Students and the Parents Association.

### **PURPOSE OF POLICY**

This policy sets out the purpose, the scope and the regulations governing the use and of the CCTV system and its associated technology in the monitoring of both the internal and external environs of the premises under the remit of Clifden Community School.

The CCTV system has been installed 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 in Clifden Community School is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
  - promoting the health and safety of staff, pupils and visitors;
  - preventing bullying;
  - reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
  - supporting the Gardai in a bid to deter and detect crime;
  - assisting in identifying, apprehending and prosecuting offenders committing crime;
- and
- 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. Clifden Community School will ensure that the installed CCTV system is operated only in a way that is compatible with the provisions of this policy.

## **GENERAL PRINCIPLES**

The Board of Management of Clifden Community School as a corporate body has a statutory responsibility for the protection of its property, equipment and plant as well providing a sense of security to its staff, students and invitees to its premises.

Clifden Community School also has a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises its CCTV system and 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 staff performance.

## **JUSTIFICATION FOR USE OF CCTV**

Section 2(1)(c)(iii) of the Data Protection Acts requires that data is "adequate, relevant and not excessive" for the purpose for which it is collected. This means that Clifden Community School needs to be able to justify the obtaining and use of personal data by means of its CCTV system.

The use of CCTV to control the perimeter of the school buildings for security purposes has been deemed to be justified by The Board of Management. The system is also intended to capture images of intruders or of individuals damaging property or removing goods without authorisation. The CCTV system will not be used to monitor normal teacher/student classroom activity in school.

In other areas of the school where CCTV has been installed, e.g. hallways, stairwells, lobby, locker areas, the Board of Management is satisfied that there is a proven risk to security and/or health & safety and that the installation of CCTV is proportionate in addressing such issues that have arisen prior to the installation of the system.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted and ratified by The Board of Management of Clifden Community School, including the provisions set down in equality and other educational and related legislation.

This policy 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 school premises is limited to uses that do not violate the individual's reasonable expectation to privacy. The CCTV system and associated equipment shall at all times be compliant with this policy.

The Board of Management also recognises that images captured by the CCTV system are “personal data” and that they are therefore subject to the provisions of the Data Protection Acts 1988 and 2003.

### **LOCATION OF CAMERAS**

The Board of Management is satisfied that the School Management Team has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals and that care has been exercised to ensure there are no cameras where individuals rightly have a reasonable expectation of privacy.

It has also sanctioned the placement of cameras so as to record external areas in such a way as to prevent or minimise recording of passers-by or of another person's private property.

The CCTV Video Monitoring and Recording of Public Areas in Clifden Community School includes the following:

- **Protection of school buildings and property:** The building's perimeter, entrances and exits, lobbies and corridors, special storage areas, lobby and reception area
- **Monitoring of Access Control Systems:** Monitor and record restricted access areas at entrances to buildings and other areas
- **Verification of Security Alarms:** Intrusion alarms, exit door controls, external alarms
- **Video Patrol of Public Areas:** Parking areas, Main entrance/exit gates, Traffic Control
- **Criminal Investigations (carried out by An Garda Síochána):** Robbery, burglary and theft surveillance.

### **COVERT SURVEILLANCE**

Clifden Community School will not engage in covert surveillance. Requests by An Garda Síochána to carry out covert surveillance on school premises will be made in writing to the Board of Management, and legal advice will be sought.

### **NOTIFICATION – SIGNAGE**

A copy of this policy will be placed on the school's website. The Principal will also provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. Signage to indicate that CCTV recording is in operation will be placed at the entrances to Clifden Community School and in all spaces subject to recording.

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.

Appropriate locations for signage will include:

- at entrances to premises i.e. external doors, school gates,
- reception areas,
- at or close to internal cameras

## **STORAGE & RETENTION**

Section 2(1)(c)(iv) of the Data Protection Acts states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained. 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. Under normal circumstances access will be restricted to the Principal and Deputy Principal.

Supervising the access and maintenance of the CCTV System is the responsibility of the Principal. The Principal may delegate the administration of the CCTV System to another staff member subject to the prior approval of the Board of Management.

## **ACCESS**

Recorded footage and the monitoring equipment will be in a secure location. Unauthorised access to that area will not be permitted at any time. Access to the CCTV system and stored images will be restricted to authorised personnel only i.e. Principal, Deputy Principal, designated member of maintenance staff, designated secretary, of the school.

In exceptional circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the Gardai, the relevant Year Head, other members of the teaching staff, representatives of the Department of Education and Skills, representatives of the HSE and/or the parent of a recorded student) and members of the Board of Management.

Information obtained through the CCTV system may only be released when authorised by the Principal, following consultation with the Board of Management.

Any requests for CCTV recordings/images from An Garda Síochána or any external body or agency, will be made in writing to the Board of Management, recorded and legal advice may be sought as appropriate.

When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

In relevant circumstances, CCTV footage may be accessed:

- By an Garda Síochána where Clifden Community School is required by law to make a report regarding the commission of a suspected crime; or
- Following a request by An Garda Síochána when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on the schools property, or
- To the HSE and/or any other statutory body charged with child safeguarding; or

- To assist the Principal in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to Clifden Community School, or
- To individuals (or their legal representatives) subject to a court order.

### **Access requests**

On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the school Principal. The school may charge for responding to such a request and must respond within 40 days.

Access requests can be made in writing to: The Secretary, Board of Management, Clifden Community School, Ardbear, Clifden, Co. Galway.

A person should provide all the necessary information to assist the Board of Management in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the school.

In giving a person a copy of their data, the school may provide a still/series of still pictures, a tape or a disk with relevant images. However, images of other individuals will be obscured before the data is released.

### **RESPONSIBILITIES**

The Board of Management will:

- Ensure that the use of the CCTV system is implemented in accordance with the policy set down by Clifden CS
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within Clifden CS
- Ensure that the existing CCTV monitoring system will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring at Clifden CS is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Ensure that monitoring recordings are not duplicated for release

- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- 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 do not include mobile video equipment or hidden surveillance cameras used for authorised criminal investigations by An Garda Síochána.*

- Give consideration to both students and staff feedback/complaints 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
- Co-operate with the Health & Safety Officer of the school in reporting on the CCTV system in operation in the school
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitoring recordings are stored in a secure place with access by authorised personnel only
- Ensure that 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 Chairperson of the Board of management.
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas
- Ensure that where An Garda Síochána request to set up mobile video equipment for criminal investigations, legal advice has been obtained and such activities have the approval of the Chairperson of the Board of management.
- The Board may delegate any or all of the aforementioned duties to the Principal in consultation with the Chairperson of the Board of Management.

## **1. SECURITY COMPANIES**

The CCTV system in Clifden Community School is controlled by a security company contracted by the school. The following applies:

The school has **a written contract with a security company in place** which details the areas to be monitored, how long data is to be stored, what the security company may do with the data, what security standards should be in place and what verification procedures apply.

The written contract also states that the security company will give the school all reasonable assistance to deal with any subject access request made under section 4 Data Protection Acts 1988 and 2003 which may be received by the school within the statutory time-frame (generally 40 days).

**REVIEW**

The policy is subject to review during November each year.

Implementation of the policy will be monitored by the Principal of Clifden Community School under the guidance of, and in consultation with, the Board of Management.

Ratified & Adopted by the Board of Management, Clifden Community School on: December 6<sup>th</sup> 2017.

Signed: Mary Mullarkey  
Chairperson

Signed: Mary Kelly  
Principal

## **APPENDIX 1 - DEFINITIONS**

### **Definitions of words/phrases used in relation to the protection of personal data and referred to in the text of the policy;**

**CCTV** – Closed-circuit television is the use of video cameras to transmit a signal to a specific place on a limited set of monitors. The images may then be recorded on video tape or DVD or other digital recording mechanism.

**The Data Protection Acts** – The Data Protection Acts 1988 and 2003 confer rights on individuals as well as responsibilities on those persons handling, processing, managing and controlling personal data. All school staff must comply with the provisions of the Data Protection Acts when collecting and storing personal information. This applies to personal information relating both to employees of the organisation and individuals who interact with the organisation

**Data** - information in a form that can be processed. It includes automated or electronic data (any information on computer or information recorded with the intention of putting it on computer) and manual data (information that is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system).

**Personal Data** – Data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

**Access Request** – this is where a person makes a request to the organisation for the disclosure of their personal data under Section 3 and/or section 4 of the Data Protection Acts.

**Data Processing** - performing any operation or set of operations on data, including:

- Obtaining, recording or keeping the data,
- Collecting, organising, storing, altering or adapting the data,
- Retrieving, consulting or using the data,
- Disclosing the data by transmitting, disseminating or otherwise making it available,
- Aligning, combining, blocking, erasing or destroying the data.

**Data Subject** – an individual who is the subject of personal data.

**Data Controller** - a person who (either alone or with others) controls the contents and use of personal data.

**Data Processor** - a person who processes personal information on behalf of a data controller, but does not include an employee of a data controller who processes such data in the course of their employment, for example, this might mean an employee of an organisation to which the data controller out-sources work. The Data Protection Acts place responsibilities on such entities in relation to their processing of the data.