



St Paul's Secondary School

Care - Inclusion - Respect

# CCTV CAMERAS - STATEMENT OF USAGE

Ratified: 13 October 2020

To be reviewed: October 2023

# **St. Paul's Secondary School Greenhills**

## **Statement on Usage of CCTV Cameras in the school**

The Board of Management of St. Paul's Secondary School has a statutory responsibility for the protection of its property and equipment as well as a responsibility for safeguarding and protecting the School community and providing a sense of security to its employees, students and invitees to its premises.

The installation of CCTV surveillance equipment at the 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;
- reducing the fear and incidence of crime and anti-social behaviour;
- supporting the Gardai in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that the school rules are respected so that the School can be properly managed.

The CCTV System is a proportionate and reasonable means of achieving these aims. The CCTV System will be in use in various areas on the School grounds, and the system's presence will be brought to the attention of individuals by the use of prominently displayed warning signs at the School entrance and at the locations of recordings. The data will be held in compliance with the Data Protection Acts 1988 and 2003.

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. In certain 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 Deputy Principal, 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, however this list is not exhaustive. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Recordings made by the CCTV System will be stored in the Secretary's Office in a locked facility. The recordings made by the CCTV System will be recorded to an appropriate medium, usually on CD. In general, CCTV System recordings will be deleted after 28 days.

Where An Garda Siochana has requested that the School furnish them with copies of the recordings, the relevant recordings will not be deleted, and may be further copied for the purposes of complying with the official request. In addition, the School may retain recordings made by the CCTV System beyond the stated period for the purpose of using or relying upon same in future civil proceedings, or for the purpose of disciplinary investigations and/or hearings or grievance proceedings. In those circumstances, the School shall immediately inform their insurance company of any such incident, and obtain the advice of their legal advisor in respect of the retention, and secure-storage of any recordings made of the incident.

In relevant circumstances, CCTV footage may be accessed:

- By the Gardai where the School (or its agents) are required by law to make a report regarding the commission of a suspected crime; or
- Following a request by the Gardai when a crime or suspected crime has taken place and/or when it is suspected that anti-social behaviour is taking place on School 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 the School, or
- To individuals (or their legal representatives) subject to a court order.

Access to the relevant recordings will be granted with the approval of the Principal and Board of Management

Any complaints relating to the CCTV system should be addressed to the Principal.

***This was ratified by the Board of Management on: 29<sup>th</sup> November 2011***