



DOMINICAN COLLEGE

MUCKROSS PARK

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Revised and approved by Board of Management on 13th September 2022

Introduction

Muckross Park (the “school”) 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.

Purpose of policy

The purpose of this policy is to outline in a transparent manner why and how the school uses CCTV and how individuals can exercise their rights in relation to CCTV recordings. The policy reflects the principles and standards as outlined in the school’s Data Protection Policy, in particular lawful purpose, proportionality, minimisation and respect for an individual’s reasonable expectation of privacy.

Governance of CCTV in operation at the school

- The CCTV system in operation comprises a number of fixed cameras both internally in the school building and externally on the school grounds.
- Cameras are sited so that they only capture images relevant to the purpose for which they are installed. Cameras will never be located in toilet facilities or in classrooms.
- CCTV warning signs are clearly and prominently placed both at the main entrance to the school and in close proximity to all camera positions.
- 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 recordings is controlled and managed by the Principal and Deputy Principals and is password protected. Only personnel authorised by the Principal and Deputy Principals will have access to the recordings.
- All CCTV recordings will be stored securely at all times in a locked store room.
- CCTV recordings will be retained for 30 days after which time they will be permanently deleted.

Access Requests by Individuals

- An individual has the right to request a copy of CCTV footage which identifies him/her.
- All requests must be made in writing or by email 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 such as, for example, date, time and location.
- The school cannot charge a fee for the making of such a request.

- The school must respond to requests within 30 calendar days 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 or where 30 days has passed and the school no longer has the footage.

Access Requests by Third Parties

- The school will not disclose or share any CCTV recording or images to third parties without lawful authority.
- The school will co-operate with law enforcement authorities and may accede to a request from An Garda Síochána. If An Garda Síochána request CCTV images for a specific investigation, the Principal must satisfy herself that there is a genuine investigation underway. A request from An Garda Síochána should be in writing on Garda headed notepaper however, for practical purposes pending receipt of the written request, a phone call to the requesting Garda's station may be sufficient, provided that she speaks to a member in the District Office, the station sergeant or a higher ranking officer, as all may be assumed to be acting with the authority of a District/Divisional officer in confirming that an investigation is authorised.
- The school will comply with all and any court orders.
- In addition, the school may share CCTV recordings or images to certain authorised personnel such as IT service providers or legal advisors to the school where the extent of such access is limited to that which is reasonably needed to carry out certain services.
- 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 must be directed to the Principal in the first instance.

Review

This policy will be kept under review and may be revised from time to time.

Ratified by the BOM 13th September 2022

Signed: Mary White
Chairperson of Board of Management

Signed: Sister Kelly
Principal

Date: 13th Sept 22

Date: 13/9/22