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St. Angela's School

CCTV Policy

Mission Statement

St Angela's School is a girls' Catholic school which aims to cherish the uniqueness of each individual and develop her to her full potential, in the spirit of the Ursuline ethos.

INTRODUCTION

Closed Circuit Television Systems (CCTVS) are installed in St. Angela's School. The system is owned and operated by the school and it comprises a number of fixed cameras.

1. PURPOSE OF POLICY

The purpose of this policy is to regulate the use of Closed Circuit Television and its associated technology in the monitoring of both the internal and external environs of the premises of St. Angela's School.

CCTV systems are installed both internally and externally in premises for the purpose of enhancing security of the building and its associated equipment.

CCTV surveillance is intended for the purposes of:

- Providing a sense of security to staff, students and visitors.
- Ensuring that the school rules are respected so that the school can be properly managed. CCTV footage may be accessed to assist the Principal in establishing facts in cases of unacceptable student behaviour.
- Creating mindfulness among the school community in order to deter bullying, vandalism, crime and theft.
- Protecting the school buildings and school assets, both during and after school hours.
- Supporting the Gardaí in a bid to deter and detect crime.

2. SCOPE

This policy applies to all staff, students and visitors to St. Angela's School. It relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material.

3. GENERAL PRINCIPLES

- St. Angela's School has a responsibility for the protection of its property and equipment as well as providing a sense of security to its staff, students and visitors. St. Angela's School owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation. It utilises CCTV systems and their 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.
- The use of the CCTV system will be conducted in a professional, ethical and legal manner.
- Information obtained through the CCTV system may only be released when authorised by the Principal, following consultation with the Chairperson of the Board of Management. Any requests for CCTV recordings/images from An Garda Síochána will be fully recorded and legal advice will be sought if any such request is made. If a law enforcement authority, such as An Garda Síochána or any other statutory body is seeking a recording for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be requested in writing.
- Video monitoring of public areas for security purposes within the school premises is limited to uses that do not infringe the individual's reasonable expectation to privacy.
- All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by St. Angela's School.

4. DATA PROTECTION

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts, 1998 and 2003 and requires that data is adequate, relevant and not excessive for the purpose for which it is collected.

The Data Controller is the Principal on behalf of the Board of Management. The recordings are available to the Data Controller, Deputy Principals and Caretaker. The Security Contractor may also access recordings in the presence of one of the aforementioned staff.

The Security Company that place and operate cameras on behalf of the school is considered to be the Data Processor. Data protection law places a number of obligations on data processors. These include having appropriate security measures in place to prevent unauthorised access to, or unauthorised alteration, disclosure or destruction of the data.

A username and password are required for access. A log of access will be maintained.

Equipment used to store the recordings is stored securely in a locked storeroom.

Recordings are retained for a maximum of thirty days. Thereafter, it is deleted automatically with the exception of where material is retained to identify issues for investigative purposes.

5. LOCATION OF CAMERAS

CCTV has been installed in general circulation areas, e.g. entrances, corridors, social areas, hallways, stairwells, locker areas. Adequate signage will be prominently displayed at each location in which CCTV cameras are installed and also at the entrance to St. Angela's School. St. Angela's has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals.

6. 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 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 Principal of St. Angela's. The request will be responded to within 1 month of receipt of the request. A person should provide all the necessary information to assist the school 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 St. Angela's.

In giving a person a copy of their data, St. Angela's may provide a series of still pictures or digital recordings. However, other images of other individuals will be obscured before the data is released.

7. REVIEW

This policy will be reviewed on a regular basis. The Principal has oversight of the policy.

Date of ratification the Board of Management:

27th Oct 2022

Chairperson of Board of Management:

Aidan M. G. G. G.

