

Sligo Grammar School

Telephone: 071 9145010 Email: admin@sligogrammarschool.org



POLICY ON THE USE OF CLOSED CIRCUIT TELEVISION SYSTEMS (CCTV “SYSTEMS”)

IN

SLIGO GRAMMAR SCHOOL

Closed Circuit Television Systems (CCTVS) are installed in Sligo Grammar School.

PURPOSE

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 premises under the remit of Sligo Grammar School

CCTVS are installed both internally and externally for the purpose of enhancing security of the buildings and their 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 at Sligo Grammar 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 An Garda Síochána 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

SCOPE

This policy applies to all personnel, the school and other properties under the remit of Sligo Grammar School and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

GENERAL PRINCIPLES

Sligo Grammar School, Company Limited by Guarantee, has a statutory responsibility for the protection of its property, equipment and other plant as well as providing a sense of security to its employees and invitees to its premises. Sligo Grammar School owes a duty of care under the provisions of Health, Safety and Welfare legislation and utilises CCTV systems and its 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 primary aim of CCTV monitoring of all Sligo Grammar School premises is to deter crime and vandalism and to assist in the protection and safety of the said properties and its occupants, and their associated equipment and materials. CCTV evidence can be used by the school in identifying, apprehending and prosecuting and ensuring that the school rules are respected so that the school can be properly managed.

Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy e.g. CCTC monitoring of political or religious activities, or employee and/or student evaluations would undermine the acceptability of the resources for use regarding critical safety and security objectives and is therefore prohibited by this policy.

Information obtained through video monitoring may only be released when authorized by the Headmaster, following consultation with the Chairperson of the Board of Management.

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by Sligo Grammar School including the Dignity at Work Policy and other relevant policies including the provisions set down in Equality and other Educational and related legislation.

The code of practice for video monitoring 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, with the said establishment, is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

The Headmaster will periodically provide written material describing the purpose and location of CCTV monitoring and guidelines for its use. The location of outdoor CCTV cameras will also be indicated to the Board. Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of Sligo Grammar School or a student attending one of its centres.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by Sligo Grammar School.

RESPONSABILITIES

The Headmaster of Sligo Grammar School will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Sligo Grammar School.
 - Oversee and coordinate the use of CCTV monitoring for safety and security purposes within the campus.
 - Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
 - Ensure that the CCTV monitoring on the Campus is consistent with the highest standards and protections.
 - Review camera locations and be responsible for the release of any information or material stored in video tapes in compliance with this policy
 - Maintain a record of the release of tapes or any material recorded or stored in the system
 - Ensure that monitoring recorded tapes are not duplicated for release
 - Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
 - Provide a list of the CCTV cameras and the associated monitoring equipment, and the capabilities of such equipment, located on the Campus, to the Board of Management for formal approval
 - 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 does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.)

- Give consideration to both students and staff petitions regarding possible invasion of privacy or confidentiality due to the location of a particular CCTC 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 centre and be mindful that no such infringement is likely to take place.
- Co-operate with the Health & Safety Officer of Sligo Grammar School in reporting on the CCTV system in operation in the Centre
- Advise the Board / Sligo Grammar School to ensure that adequate signage, at appropriate and prominent locations is displayed and include the following in such signage:

“CCTV CAMERAS IN OPERATION”

- Our CCTV System automatically deletes images in storage as required.
- Ensure that external cameras are non-intrusive in terms of their positions and views of residential housing and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitoring tapes are stored in a secure place with access by authorized personnel only
- Ensure that when a zoom facility on a camera is being used that there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour and not individual characteristics
- Ensure that camera control is not in breach of the intrusion on intimate behaviour by persons in public areas
- Ensure that mobile video equipment will only be used for criminal investigations and with the approval of the Chairperson of the Board of Management and the local Garda Authorities

ACCESS

Access to the CCTV system and stored images will be restricted to authorised personnel only.

In relevant circumstances, CCTV footage may be accessed:

- By An Garda Síochána where Sligo Grammar School (or its agents) are 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 Sligo Grammar School property; or
- To the HSE and/or any other statutory body charged with child safeguarding; or
- To assist school management in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians may 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 Sligo Grammar School, or
- To individuals (or their legal representatives) subject to a court order.
- To the school’s insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

Requests by An Garda Síochána: Information obtained through video monitoring will only be released when authorised by the Principal following consultation with the Chairperson of the Board of Management. If An Garda Síochána request CCTV images for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be made in writing and the school should immediately seek legal advice.

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 up to €6.35 for responding to such a request and must respond **within forty days**.

Access requests can be made to the following: Mr Michael Hall, Principal, Sligo Grammar School.

A person should provide all the necessary information to assist 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, other images of other individuals will be obscured before the data is released.

IMPLEMENTATION & REVIEW

The policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school/ETB) the C&AG (in the case of ETBs), national management bodies, legislation and feedback from parents/guardians, students, staff and others.

The date from which the policy will apply is the date of adoption by the Board of Management. Implementation of the policy will be monitored by the Principal of the school.

EXAMPLES OF CCTVC VIDEO MONITORING AND RECORDING OF PUBLIC AREAS:

Protection of School Buildings and Property

Building perimeter, entrances and exits, lobbies and corridors, special storage areas, laboratories, cashier locations, receiving areas for goods/services

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 doors control, external alarms

Video Patrol of Public Areas

Parking areas, Main entrance Gates, Traffic Control

Protection of Pedestrians

Monitoring pedestrian and vehicle traffic activity

Criminal Investigations (with special permission)

Robbery, burglary and theft surveillance

Calry Hall

It was agreed by staff to place a camera in Calry Hall. (Study Hall)

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/ETB 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.

APPENDIX 2 - PRIVACY IMPACT ASSESSMENT

Before a school installs a new CCTV system, it is recommended that a documented privacy impact assessment is carried out. A school which properly conducts such an assessment is less likely to introduce a system that contravenes the provisions of the Data Protection Acts 1988 & 2003. This is an important procedure to adopt as a contravention may result in action being taken against a school by the Office of the Data Protection Commissioner, or may expose a school to a claim for damages from a student. Some of the points that might be included in a Privacy Impact Assessment are:

- What is the school purpose for using CCTV images? What are the issues/ problems it is meant to address?
- Is the system necessary to address a pressing need, such as staff and student safety or crime prevention?
- Are the CCTV cameras intended to operate on the outside of the premises only?
- Is it justified under the circumstances?
- Is it proportionate to the problem it is designed to deal with?
- Is it intended that CCTV cameras will operate inside of the building?
- Are internal CCTV cameras justified under the circumstances?
- Are internal CCTV cameras proportionate to the problem they are designed to deal with?
- What are the benefits to be gained from its use?

- Can CCTV systems realistically deliver these benefits? Can less privacy intrusive solutions, such as improved lighting, achieve the same objectives?
- Does the school need images of identifiable individuals, or could the system use other images which are not capable of identifying the individual?
- Will the system being considered deliver the desired benefits now and remain suitable in the future?
- What future demands may arise for wider use of images and how will they be addressed?
- Is the school the data controller for the entire CCTV system (bearing in mind that some schools under the PPP are managed for operational purposes by management companies, in which case specific legal advice may need to be sought)?
- Where a management company is in place, is the school satisfied that it complies with the Data Protection Acts with regard to the processing of images of staff, students and visitors to your school captured on any CCTV systems under its management?
- What are the views of those who will be under CCTV surveillance?
- What could be done to minimise intrusion for those whose images may be captured, particularly if specific concerns have been expressed?
- How have staff, students and visitors been assured by the School that they will not be monitored and that the CCTV system will be used only for the stated purposes?
- Does the school's policy on the use of CCTV make it clear that staff (teaching and non-teaching) will not be monitored for performance or conduct purposes?
- Have the views of staff & students regarding the location of cameras been taken into account?
- Can the location of each internal camera be justified in accordance with the overall purpose for the use of the CCTV system?
- Has appropriate signage been erected at the location of each internal camera indicating that recording is taking place and outlining the purpose of such recording?
- Who will have access to the system and recordings/images?
- What security measures are in place to protect the CCTV system and recordings/images?
- Are those who will have authorised access to the system and recordings/ images clear about their responsibilities?
- Are the camera monitors kept out of view of staff, students and visitors and is access to the camera monitors restricted to a limited number of staff on a 'need to know' basis?
- Is the room which houses the camera monitors and the CCTV system securely locked when unattended?
- Does the school have a procedure in place for handling requests for access to recordings/images from An Garda Síochána?
- Will appropriate notices be in place to ensure that individuals know that they are being monitored?
- Does the school have a data protection policy? Has it been updated to take account of the introduction of a CCTV system?
- Does the school have a procedure in place to handle access requests seeking a copy of images recorded by the CCTV system (within the statutory timeframe of forty days)?
- Has the right of access been communicated to staff, students and visitors?
- Has the school communicated its policy on the use of CCTV to staff, students and visitors and how has this been done?
- How are new students and new staff informed of the school's policy on the use of CCTV?

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Policy Reviewed and updated by Board of Management: _____

Signed _____ Date _____
Chairperson, Board of Management

Signed _____ Date _____
Principal

Due for next review: _____