

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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CCTV POLICY June 2020

School Name: Christian Brothers Secondary School, Kilkenny

School Address: James's Street, Kilkenny

School Details: CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

School Management: The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of and Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

Introduction

CBS Kilkenny 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, to support child safeguarding in the school and to prevent loss or damage to school property.

The system comprises a number of fixed cameras. 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 deputy principal's office. Access to the images is controlled by the principal and deputy principal. This policy outlines the school's use of CCTV and how it complies with the GDPR. All authorised personnel with access to images are aware of the procedures that need to be followed when accessing recorded images.

The CBS Kilkenny Data Protection Officer (the principal) ensures that all employees are aware of the General Data Protection Regulation (GDPR) and its implication for CBS Kilkenny. This policy should be read in conjunction with related policies (including the CBS Kilkenny Data Protection Policy), all of which are available on cbskilkenny.ie

Statement of Intent

CCTV warning signs are clearly and prominently placed at the main external entrance to the school, with further signage in other outdoor areas in close proximity to camera positions. In areas where CCTV is used internally, there are prominent signs placed within the controlled area. The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme will deliver maximum effectiveness and efficiency with due consideration for privacy.

Siting of Cameras

Cameras are sited so that they capture images relevant to the purpose for which they are installed (described above) and care has been taken to ensure that reasonable privacy expectations are not violated. The school has ensured that the location of equipment is carefully considered to ensure that images captured comply with GDPR. The school has made every effort to position cameras so that their coverage is restricted to the school premises, which includes outdoor/indoor areas. Members of staff are aware of where CCTV cameras are situated as indicated by the signage. It is not intended that CCTV be used to routinely monitor staff attendance or performance.

Maps of the camera sites can be found in the Appendix.

Storage and Retention of CCTV Images

Recorded data is retained for thirty days. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data is stored securely at all times in a locked room and permanently deleted after thirty days.

Access to CCTV images

Access to recorded images is restricted to those staff authorised to view them, and will not be made more widely available.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR within a 30-day period on a rolling basis. All requests should be made in writing 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, e.g. date, time and location. The school will respond to requests within one month of receiving the written 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

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Gardai and service providers to the school where these would reasonably need access to the data (e.g. investigators). Requests for images / data should be made in writing to the principal. 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 should be directed to the principal in the first instance.

Review

CBS Kilkenny has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the school's community. It will not be used for other purposes. School management conducts regular reviews of the use of CCTV.

Approval

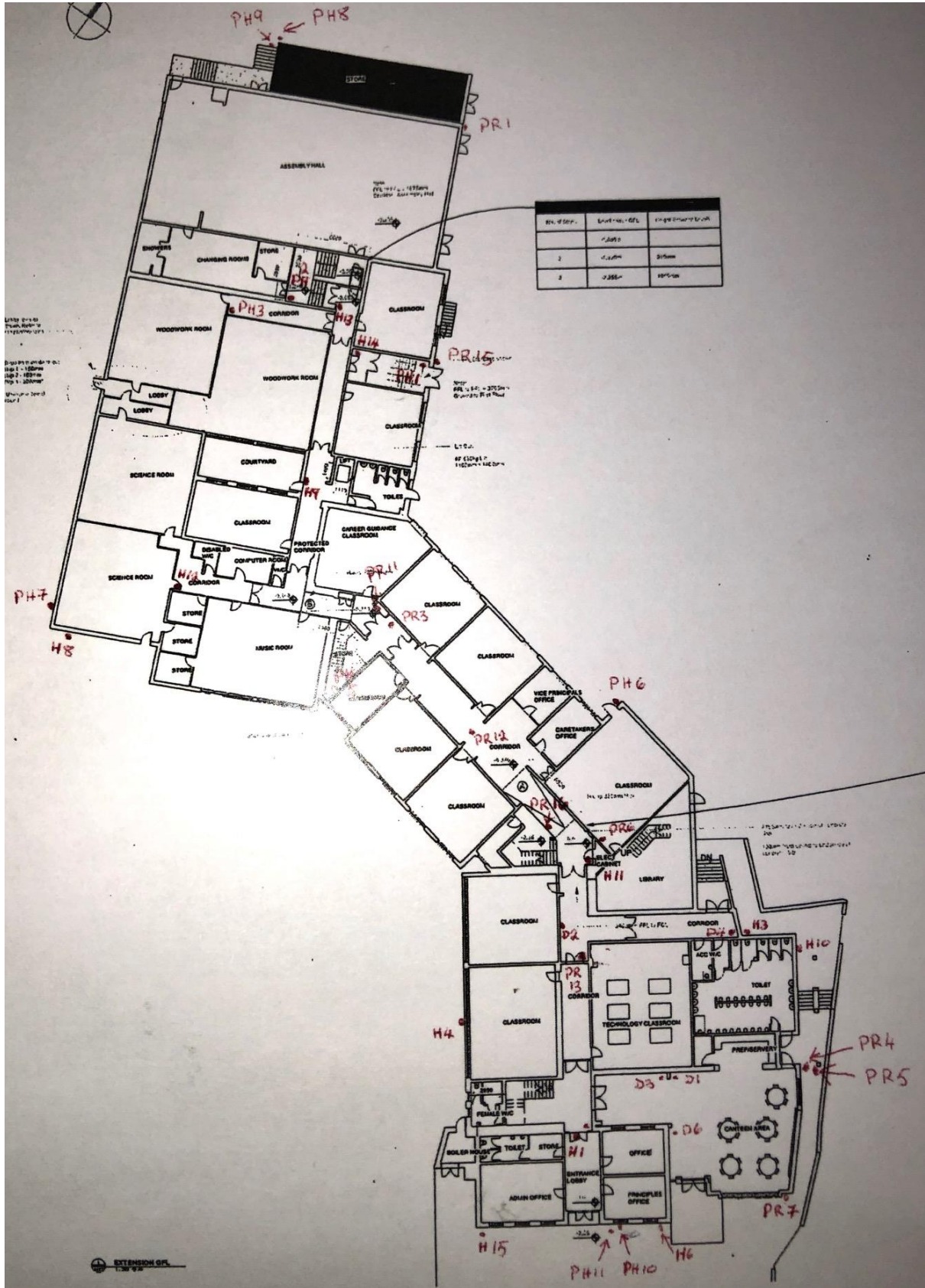
This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____

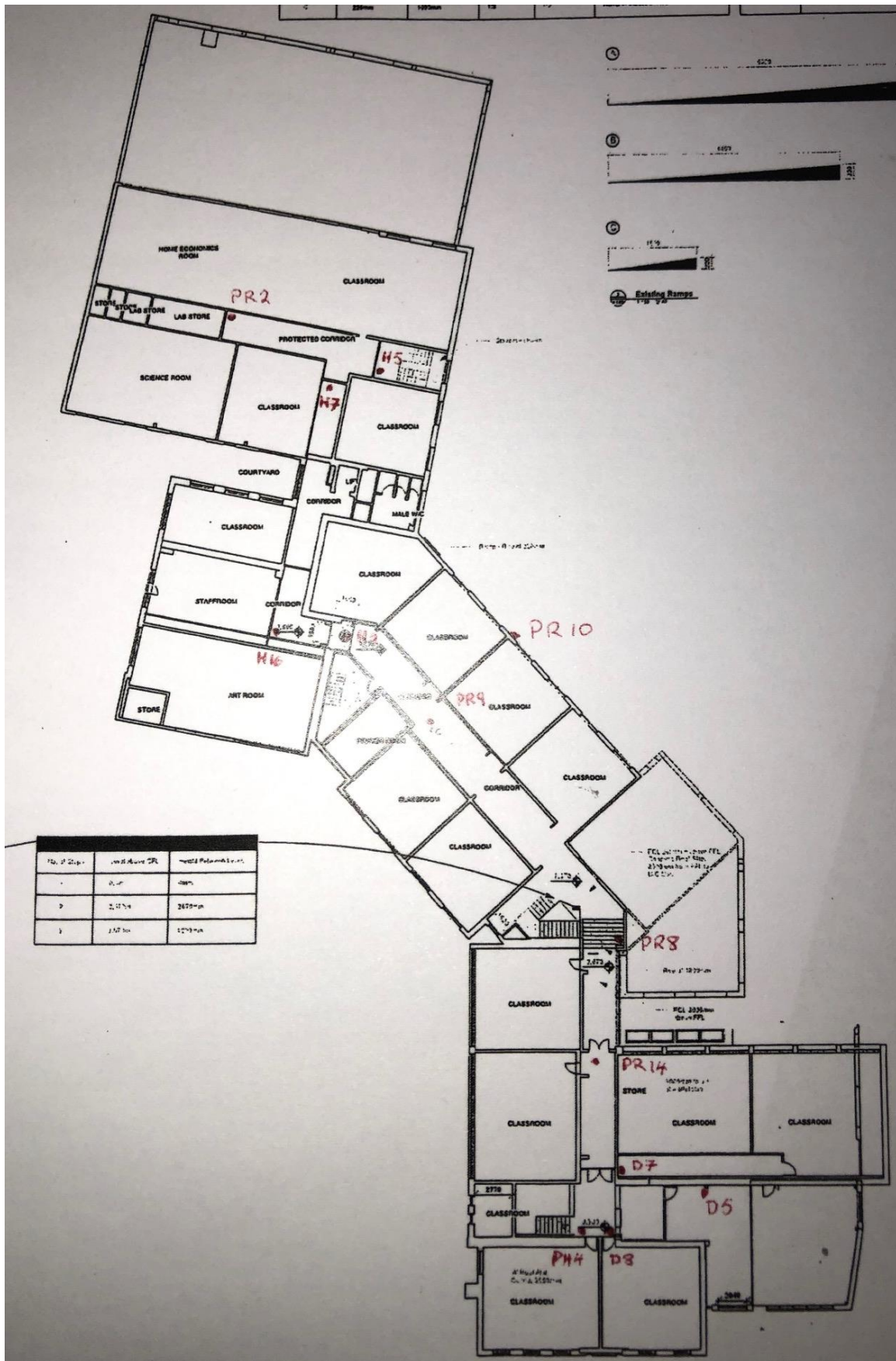
Date: _____

Chairperson, Board of Management

Appendix: CCTV Camera Map March 2020



Ground Floor



First Floor