



## CCTV POLICY Dec 2025

<b>School Name:</b>	Christian Brothers College Kilkenny
<b>School Address:</b>	Dunningstown Road, Kilkenny, R95X6CX
<b>School Details:</b>	CBC Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBC Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

## Mission Statement

Inspired by its founder, CBC 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, CBC Kilkenny seeks to promote the five key elements of an 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.

The word 'parent' in this document means parent or legal guardian.

## **Introduction**

CBC 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. This policy applies to teaching staff, non-teaching staff, volunteers, students, parents/carers, contractors and visitors to CBC Kilkenny, including members of the public.

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 principals. 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 CBC Kilkenny Data Protection Officer (the principal) ensures that all employees are aware of the General Data Protection Regulation (GDPR) and its implications for CBC Kilkenny. This policy should be read in conjunction with related policies (including the CBC Kilkenny Data Protection Policy), all of which are available on the school website.

## **Purposes of CCTV**

CBC Kilkenny uses CCTV for the following purposes:

- To secure and protect its premises and assets
- To deter crime and anti-social behaviour and to assist in the investigation, detection and prosecution of criminal offences and/or anti-social behaviour.
- To provide a safe environment for staff and students; to deter bullying and/or harassment.
- To maintain good order and compliance with the CBC Code of Behaviour.
- To assist the CBC in the conduct of any legal proceedings brought by or against the CBC.
- For verification purposes and dispute resolution.

## **Statement of Intent**

CCTV warning signs are clearly and prominently placed at the main external entrance to the school, and also in the front foyer. The original planning, design and installation of CCTV equipment endeavoured to ensure that the scheme would 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. It is not intended that CCTV be used to routinely monitor staff attendance or performance.

Maps and names of the camera sites can be found in the Appendices 1, 2.

## **Storage and Retention of CCTV Images**

Section 2(1)(c)(iv) of the Data Protection Acts states that data; *"shall not be kept for longer than is necessary for"* the purposes for which it was obtained. Accordingly, the images captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue. 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 30 days.

## **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, where the time, date and location of the recordings is furnished to the school. 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.

**Requests by An Garda Síochana:** 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 Síochana request CCTV images for a specific investigation, An Garda Síochana may require a court order and accordingly any such request made by An Garda Síochana should be made in writing and the school should immediately seek legal advice.

## **Complaints**

Complaints and enquiries about the operation of CCTV within the school should be directed to the principal in the first instance.

## **Review**

CBC Kilkenny has considered the need for using CCTV and has 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.

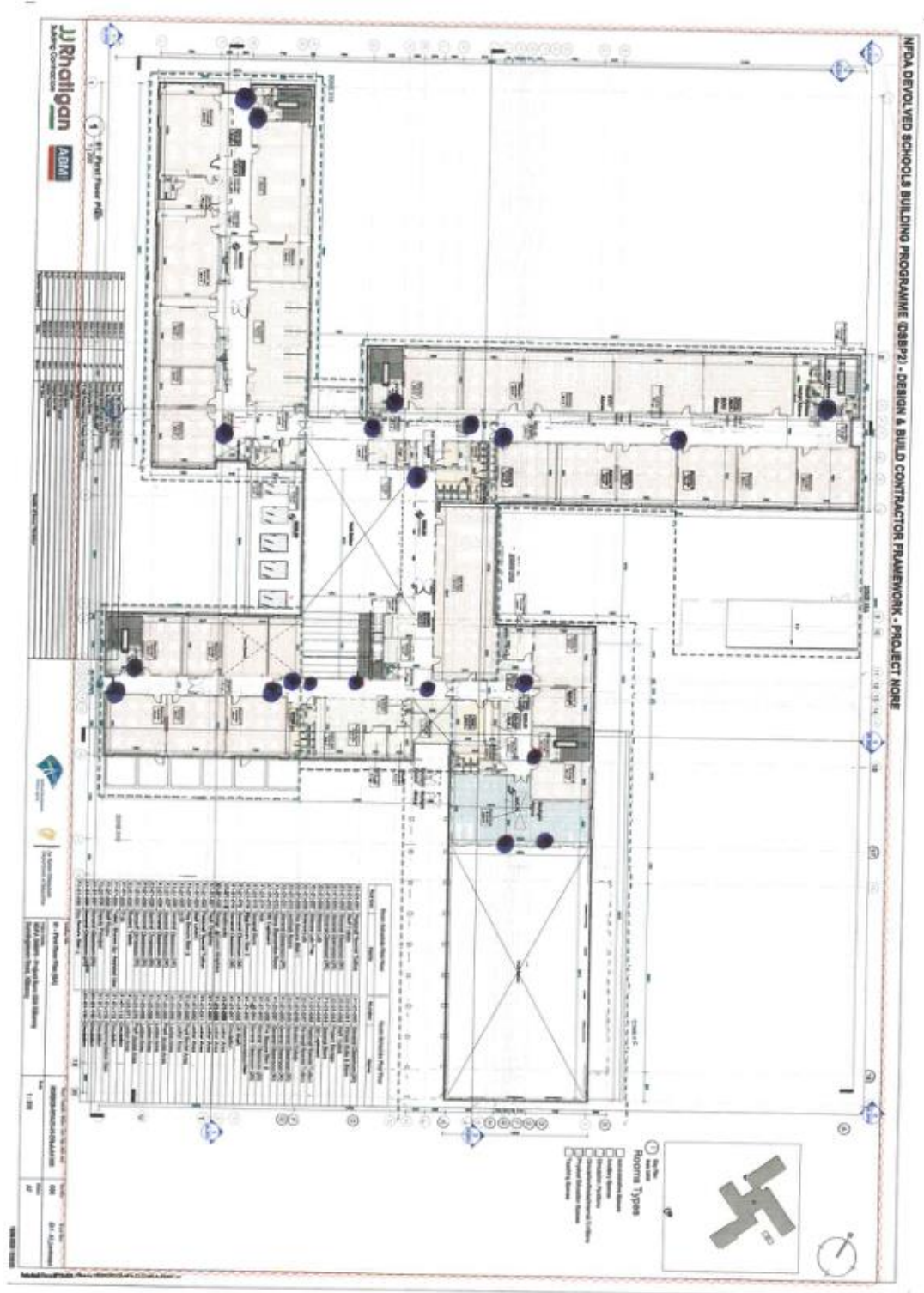
## **Approval**

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

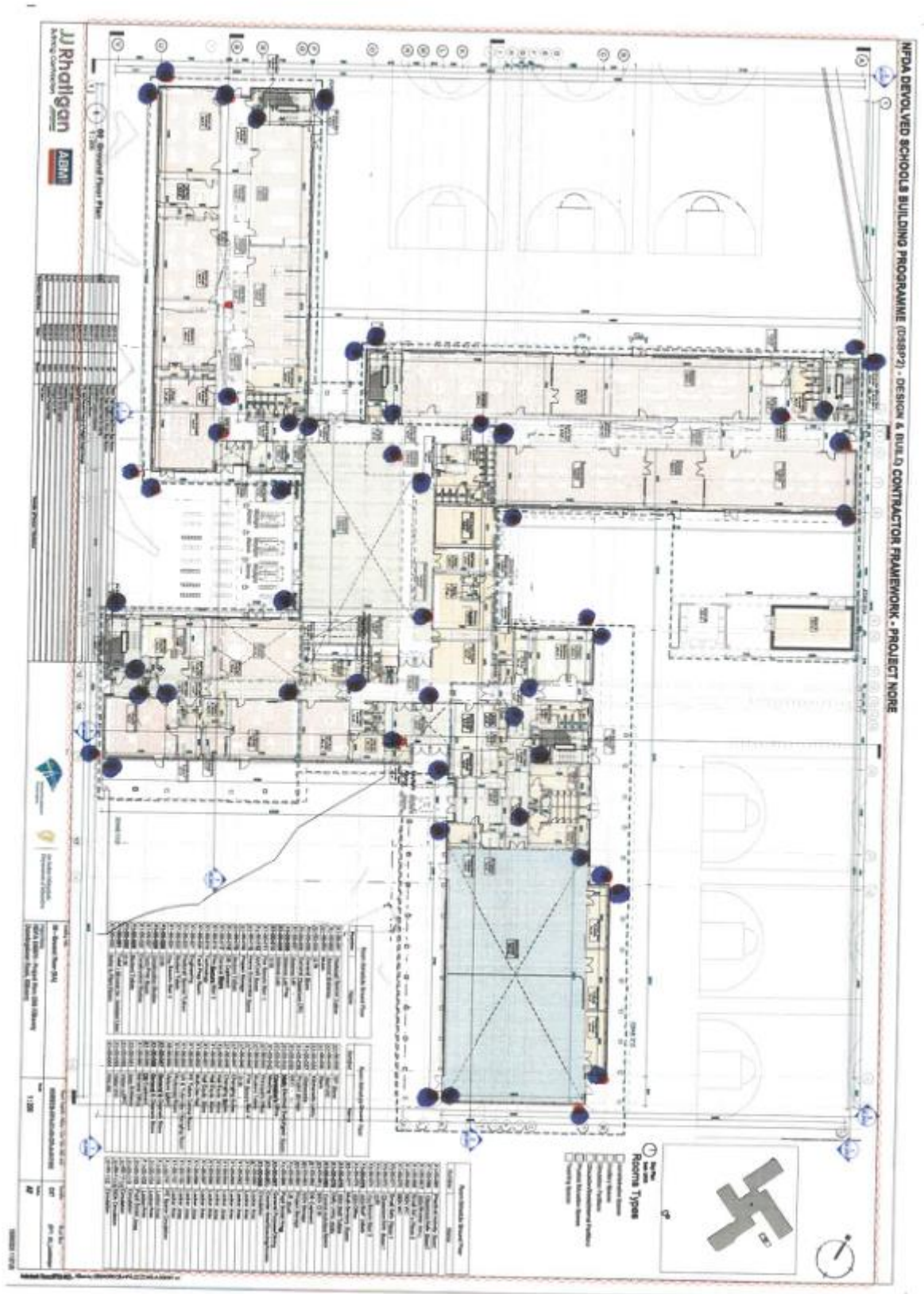
Signed: \_\_\_\_\_

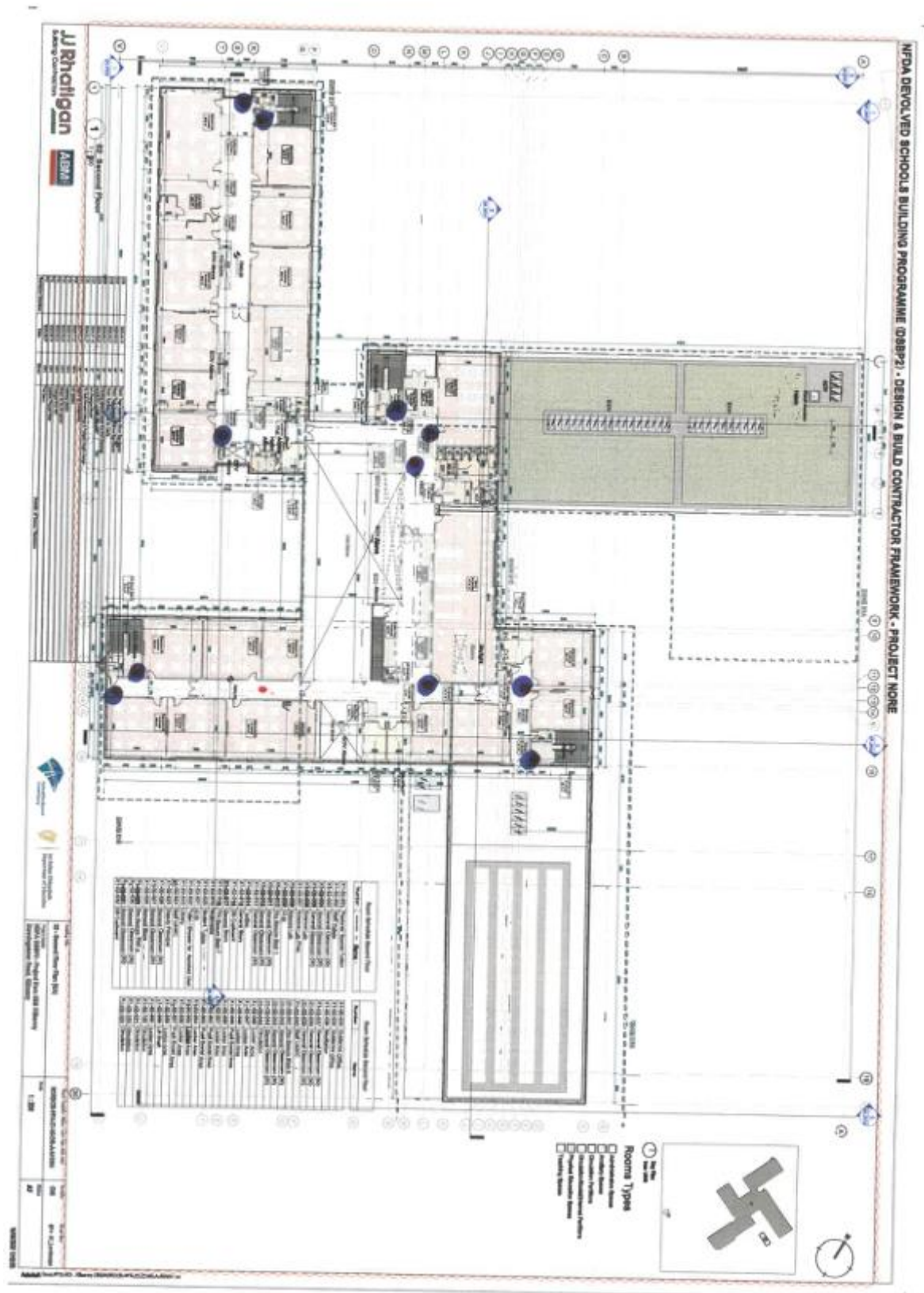
Date: \_\_\_\_\_

Chairperson, Board of Management









## Appendix 2: CCTV Name Mapping

Camera Name (on screen)	GROUND FLOOR	Camera Name (on screen)	FIRST FLOOR	Camera Name (on screen)	SECOND FLOOR
R2D1	Ground - PE Hall	R2D30	First - Fitness Suite	R2D50	Second - Sc D STAIRS 4
R2D2	Ground - Toilets near PE Hall	R2D31	First - Fitness Suite	R2D51	Second - Sc D
R2D3	Ground - Caretaker office	R2D32	First - Sc D STAIRS 4	R2D52	Second - Near Lift
R2D4	Ground - Sc D STAIRS 4	R2D33	First - Sc D outside Fitness Suite	R2D53	Second - Sc A corridor
R2D5	Ground - front foyer	R2D34	First - Lockers near TdB office	R2D54	Second - Sc A STAIRS 5
R2D6	Ground - Inside foyer	R2D35	First - Bialann from Sc A	R2D55	Second - Sc A STAIRS 5
R2D7	Ground - Guest Toilets	R2D36	First - Toilets near TdB office	R2D56	Second - Toilets Near LK room
R2D8	Ground - SEN GP area	R2D37	First - Sc A corridor	R2D57	Second - Toilets Near LK room
R2D9	Ground - SEN office	R2D38	First - Sc A corridor	R2D58	Second - STAIRS 2 (opp orange steps in Bialann)
R2D10	Ground - SEN exit	R2D39	First - Sc A STAIRS 5	R2D59	Second - STAIRS 2 (opp orange steps in Bialann)
R2D11	Ground - Sc A STAIRS 5	R2D40	First - Toilets near staffroom	R2D60	Second - Sc B
R2D12	Ground - Bialann seen from Sc D	R2D41	First - Toilets near staffroom	R2D61	Second - Sc B STAIRS 1
R2D13	Ground - Toilets Bialann 1/2	R2D42	First - Sc B/C	R2D62	Second - Lift
R2D14	Ground - Toilets Bialann 122	R2D43	First - STAIRS 2 (opp orange steps in Bialann)		
R2D15	Ground - Bialann from Sc B	R2D44	First - Sc C		
R2D16	Ground - Bialann from Cs C	R2D45	First - Sc C		
R2D17	Ground - STAIRS 2 (opp orange steps in Bialann)	R2D46	First - Sc C STAIRS 3		
R2D18	Ground Floor - Sc C	R2D47	First - Sc B near HEC		
R2D19	Ground Floor - Sc C	R2D48	First - Sc B corridor		
R2D20	Ground Floor - Sc C	R2D49	First - Sc B STAIRS 1		STAIRS
R2D21	Ground - Sc C STAIRS 3				
R2D22	Ground - Sc B near Music Room				TOILETS
R2D23	Ground - Sc B near Music Room				
R2D24	Ground - Sc B near Music Room				
R2D25	Ground - Sc B far end				
R2D26	Ground - Sc B STAIRS 1				
R2D27	??? - Sc B				
R2D28	Ground - PE HALL				
R2D29	Ground - PE HALL				