

## **POLICY ON CLOSED CIRCUIT TELEVISION SYSTEMS (CCTV)**

**Closed Circuit Television Systems (CCTVS) are installed in the Royal School Cavan.**

### **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”**

CCTVS are installed both internally and externally in premises for the purpose of enhancing security of the building and its 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.

### **SCOPE**

This policy applies to all personnel, and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

### **GENERAL PRINCIPLES**

The Royal School Cavan, 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, pupils and invitees to its premises. Royal School Cavan 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 Royal School Cavan community by integrating the best practices governing the public and private surveillance of its premises.

The primary aim of CCTV monitoring of THE ROYAL SCHOOL CAVAN premises is to deter crime and vandalism and to assist in the protection and safety of the said property and its associated equipment and materials.

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. CCTV monitoring of political or religious activities, or employee and/or pupil 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.

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by THE ROYAL SCHOOL CAVAN including Non-discrimination Policy, Bullying and Harassment in the Workplace Policy, Sexual Harassment 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 THE ROYAL SCHOOL CAVAN or a pupil.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by THE ROYAL SCHOOL CAVAN.

## **RESPONSIBILITIES**

The Headmaster of the THE ROYAL SCHOOL CAVAN centre will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by THE ROYAL SCHOOL CAVAN.
- Oversee and coordinate the use of CCTV monitoring for safety and security purposes within the school.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring at the Centre 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 in the School, 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 pupils and staff petitions regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV 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 THE ROYAL SCHOOL CAVAN in reporting on the CCTV system in operation in the Centre
- Advise the Board / THE ROYAL SCHOOL CAVAN to ensure that adequate signage, at appropriate and prominent locations is displayed and include the following in such signage:

**“This area is subject to Video Monitoring by the School Management Authority”**

- 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 recorded tapes are stored for period not longer than 30 days and will then be erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the headmaster on behalf of THE ROYAL SCHOOL CAVAN.
- 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 changing and toilet areas.
- Ensure that mobile video equipment will only be used for criminal investigations and with the approval of the headmaster and the local Garda Authorities

**Examples of CCTV 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, 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, Traffic Control

**Protection of Pedestrians**

Monitoring pedestrian and vehicle traffic activity

**Criminal Investigations (with special permission)**

Robbery, burglary and theft surveillance