

**St. Patrick's Secondary School
Castleisland
Co. Kerry**



CCTV Policy

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1. Introduction

St. Patrick's Secondary School, Castleisland is committed to providing a **safe, secure and supportive environment** for students, staff, visitors and the wider school community. The use of Closed-Circuit Television (CCTV) systems within the school forms part of a **whole-school approach to health, safety and wellbeing**, in line with Department of Education and Youth guidance and the school's duty of care.

This CCTV Policy sets out the purpose, operation and management of CCTV systems in the school and outlines how personal data captured through CCTV is handled in compliance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**.

2. Purpose of CCTV

CCTV is used in St. Patrick's Secondary School for the following purposes: - To enhance the **safety and security** of students, staff and visitors - To protect school buildings, grounds and property - To support the prevention, detection and investigation of incidents, including bullying, vandalism or unauthorised access - To assist in the effective management of the school site

CCTV is **not used** for: - Monitoring teaching or learning - Routine monitoring of staff performance - Intrusive surveillance of students

3. Legal Basis for Processing

The lawful basis for processing personal data via CCTV is: - **Public task** – the operation of the school and the provision of a safe environment - **Legitimate interests** – ensuring the safety and security of the school community

Where required, processing is carried out in accordance with **Article 6 of GDPR** and relevant Department of Education and Youth guidance.

4. Scope of CCTV Coverage

CCTV cameras are located in **clearly defined and signposted areas**, such as: - Building entrances and exits - External areas and school grounds - Corridors and other communal areas where appropriate

CCTV cameras are **not installed** in areas where individuals have a reasonable expectation of privacy, including: - Toilets and changing rooms - Staff rooms - Classrooms (unless exceptional circumstances arise and are approved following a risk assessment)

5. Signage and Transparency

In line with GDPR transparency requirements: - Clear and visible signage is displayed at all CCTV locations - Signage identifies that CCTV is in operation and the purpose of recording - Contact details for the school are provided

This policy is made available to staff, students and parents/guardians and is published on the school website.

6. Data Protection and Data Minimisation

The school ensures that: - CCTV footage is **adequate, relevant and limited** to what is necessary - Cameras are positioned to avoid capturing excessive or irrelevant footage - Audio recording is **not used**

Footage is processed fairly, lawfully and transparently.

7. Access to CCTV Footage

Access to live CCTV feeds and recorded footage is **strictly limited** to authorised personnel only, typically: - The Manager - The Principal / Deputy Principal - Other authorised staff where necessary

Access is granted on a **need-to-know basis** and solely for the purposes outlined in this policy.

8. Storage and Retention of Footage

- CCTV footage is stored securely on password-protected systems
- Footage is retained for a **maximum of 30 days**
- Footage may be retained for longer where it is required for:
 - Investigation of an incident
 - Disciplinary procedures
 - Legal proceedings

Once footage is no longer required, it is **securely deleted**.

9. Disclosure of CCTV Footage

CCTV footage may be disclosed only: - To An Garda Síochána or other statutory authorities where required by law - In response to a valid **Data Subject Access Request (DSAR)** - Where necessary to protect the vital interests of individuals

Footage will not be shared with third parties for commercial or non-authorised purposes.

10. Data Subject Rights

Individuals whose images are captured on CCTV have the right to: - Be informed that CCTV is in operation - Request access to their personal data via a DSAR - Request erasure where appropriate - Lodge a complaint with the Data Protection Commission

Requests must be made in writing to the school and will be processed in accordance with GDPR timelines.

11. Safeguarding Considerations

The operation of CCTV in the school is guided by **child safeguarding principles**. Footage involving students will be handled sensitively and only accessed where necessary. Any safeguarding concerns arising from CCTV footage will be managed in line with the school's **Child Safeguarding Statement and Procedures**.

12. Roles and Responsibilities

Manager - Has overall responsibility for the approval and oversight of this policy

Principal / Deputy Principal - Ensure the day-to-day management of the CCTV system
- Authorise access to footage

Staff - Support the appropriate use of CCTV - Report any concerns regarding misuse

Signed: T Long
Principal

Signed: Denis O'Donovan
Manager

Date: 02/09/2025

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