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CCTV Policy

1. Introduction

This policy sets out the framework for the operation and management of Closed Circuit Television (CCTV) in St. Nicholas', a special school for students with moderate, severe, and profound disabilities. The use of CCTV is intended to support the safety and security of pupils, staff, and visitors, and to protect school property.

2. Purpose of CCTV

The purpose of CCTV at St. Nicholas' School is:

- To enhance the safety and security of pupils, staff, and visitors.
- To protect school buildings and assets from damage, theft, or vandalism.
- To support the management of health and safety.
- To assist in the prevention and investigation of incidents where necessary.

The CCTV system is **not used for monitoring staff performance or pupil behaviour** unless there is a specific safeguarding, disciplinary, or legal concern.

3. Legal Framework

This policy is written in accordance with:

- General Data Protection Regulation (GDPR) (EU) 2016/679
- Data Protection Act 2018 (Ireland)
- Children First Act 2015
- The Department of Education Circulars and Guidelines

The school acts as the **Data Controller** and is responsible for how personal data is collected, stored, and used. Data can only be accessed by the Data Control Panel and only by the Data protection officer.

4. Scope

This policy applies to:

- All CCTV systems operated by the school.
- All individuals whose images may be captured, including pupils, staff, parents, contractors, and visitors.

5. Location of Cameras

CCTV cameras are positioned in a way that is proportionate and respectful of the privacy of individuals. Cameras are located in:

- Entrances and exits
- Car parks
- External areas around the school
- Main corridors and communal areas

CCTV is not installed in classrooms, bathrooms, changing areas, or any areas where there is an expectation of privacy.

6. Signage

Clear signage is displayed at all entrances and around the school building where CCTV is in use, informing individuals that they may be recorded.

7. Access and Security

- Recorded footage is stored securely and can only be accessed by authorised personnel (e.g. Principal, Care Taker)
- Access to footage is granted on a **need-to-know basis** for legitimate purposes only.
- The system is password-protected, and access is logged and monitored.

8. Data Retention

CCTV footage is retained for a maximum of **28 days**, unless it is required for an ongoing investigation or legal case, in which case it may be retained for longer in accordance with data protection laws.

9. Disclosure of Footage

Footage will only be disclosed to third parties such as:

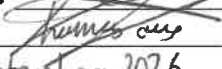
- An Garda Síochána (for criminal investigations)

All requests must be made in writing to the Principal/Data Protection Officer and will be assessed under GDPR and Data Protection Act principles.

10. Management and Review

- The Principal has overall responsibility for the management of the CCTV system.
- This policy will be reviewed every two years or as needed in line with changes in legislation or guidance.

11. Policy Ratification and Review

Ratified by the Board of Management on: 05/11/2025
Signed (Chairperson): 
Signed (Principal): 
Review Date: September 2026