

Coláiste Chiaráin - Leixlip Community School**CCTV Policy****Rationale**

Our mission statement declares: “Coláiste Chiaráin aims to foster an appreciation of learning among students and encourage regular attendance of students . . . This community school commits itself to educating the whole person in an atmosphere of trust and respect.”

Essential to our mission of encouraging regular attendance and promoting an atmosphere of trust and respect is the provision of a physical environment where all reasonable measures are taken to ensure the safety of persons and their belongings. CCTV supplements other protocols in this regard.

Scope

This policy sets out

- The objectives of the CCTV scheme.
- Conditions governing its monitoring and use
- Procedures for dealing with requests to view captured data/images

Objectives of the CCTV scheme

Through the operation of CCTV within school grounds and building, Coláiste Chiaráin aims to:

- Increase student protection and staff security by reducing the likelihood of unauthorised persons accessing the school premises both during the day and night school.
- Minimise the likelihood of vandalism
- Minimise the likelihood of bullying
- Minimise the risk of assaults on students and staff.
- Facilitate the investigation (where possible) of complaints of assault/bullying from students and staff.
- Facilitate the investigation of complaints of damage to property and theft of property.

Monitoring and Use of CCTV

The CCTV cameras are located in public areas only and a statement of use is sited adjacent to each camera.

1. The monitor and storage device is sited in a controlled-access office and the device can be accessed only by code.
2. The access code is available only to the clerical staff, deputy principal and principal.

3. The screen is visible only in the office; its default setting is to the main door into the school.

4. Data/ images are normally stored for a period of one-month. They are recorded over on a daily basis i.e. No image is older than 30 days.

5. The one-month data storage period may be extended pending the investigation of an incident relating to the purposes identified above. In this case, the individuals, once identified will be notified. If the person concerned is a student of Coláiste Chiaráin then their parent(s)/guardian(s) will be notified. They will also be informed of their right to view the data/images.

6. Captured data/images will be used only for the purposes outlined above.

Requests to view Images

All applications to view data/images must be made in writing to the Principal.

Students, parents/guardians or staff-members concerned about stored data/images relating to themselves, may discuss their concern with the Principal and, if they so wish, view the relevant images.

All applications to view data/images must have a reasonable purpose and be made in good faith.

The Data Controller (Principal) is responsible for the storage of data and operation of this policy.

This policy was ratified by the Board of Management at its meeting on Monday 7 th March 2011. It will be reviewed in 3 years.
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