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Principal: Mícheál Brennan Deputy Principal: Anna Flynn

C.C.T.V. Policy– SN Mhuire (Moynalvey NS)

The Closed Circuit Television System (C.C.T.V.) is installed in SN Mhuire, Moynalvey National School under the remit of the Board of Management.

Purpose of the Policy
The purpose of this policy is to regulate the use of C.C.T.V. and its associated technology in the monitoring of the premises environs under the remit of the Board of Management of Moynalvey NS.

Purpose of the CCTV System
The C.C.T.V. system is installed externally in the 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 to deter crime, vandalism, theft and ant-social behaviour.

Scope of Policy
This policy applies to students, teachers, auxiliary staff members, users of the school premises, visitors, i.e. every person who enters the building. It is applicable during school-time – including breaks and to all school related activities. It applies to the school building and grounds. It relates directly to the location and use of C.C.T.V., the monitoring, recording and subsequent use of such recorded material.

General Principles
The function of the C.C.T.V. system in Moynalvey NS is security i.e. 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, legal and ethical manner and any diversion of the use of C.C.T.V. security technologies and personnel for other reasons is prohibited by this policy.

Information obtained through video monitoring may only be obtained when authorised by the Principal, following consultation with the Chairperson of The Board of Management. This information may be obtained only if it is in relation to the above-mentioned function i.e. a request for security footage from An Garda Síochána.

C.C.T.V. monitoring of public areas, for security purposes, will be carried out in a manner consistent with all existing policies adopted by the Board of Management including the provisions set down in Equality and other Education related legislation.

The industry code of practice for video monitoring prohibits monitoring based on the classifications contained in Equality and other related legislation e.g. marital status, religion, age, disability, gender, family status, sexual orientation, race or membership of the Traveller community.

Video monitoring of public areas, for security purposes, within Moynalvey N.S. is limited to areas that do not violate the reasonable expectation to privacy as defined by law.

Data from the C.C.T.V. system will be used and accessed in accordance with GDPR Regulations. C.C.T.V. footage is only accessible from a single device, which is stored in the school office. The footage is stored on the hard drive of this device and not accessible by any third parties via cloud storage or similar.

The C.C.T.V. system in Moynalvey N.S. will not be used for the following:

- Monitoring pupil behaviours and interactions within the school boundaries and yard.
- Investigating anti-bullying issues or other allegations of bad behaviour within the school premises.
- Monitoring staff entrance and exit or other movements.

Signage is in place at the school car park advising that C.C.T.V. system is in operation at the school. The right to obtain images captured by C.C.T.V. cameras shall be in accordance with the Data Protection Acts of 1998 and 2003, and as Moynalvey N.S. GDPR Policy.

Camera Locations:
There are four cameras covering the exterior of the school. Camera locations are available on request from the school principal.

Data Protection:
All personal data recorded and kept by the C.C.T.V. system is governed by the Data Protection Acts of 1998 and 2003. Under the Data Protection Acts a data controller is the individual or the legal person who is responsible for and controls the keeping and use of personal information in computerized form or manual files. The data controller in respect of images stored and recorded by the C.C.T.V. system in the school is the Principal on behalf of the Board of Management.

The personal data stored and recorded by the C.C.T.V. system will only be available to the data controller and will only be used for the purposes outlined in this Policy.

Individuals whose images are stored and recorded by the C.C.T.V. system shall have the right to request and receive a copy of personal data processed by the system. Personal data recorded by the C.C.T.V. system is retained for up to 14 days. Thereafter it is then deleted automatically.

The monitoring equipment and recorded footage shall be stored in the school office. Unauthorised access to this office is not permitted at any time.

The following procedure should be followed in the event that An Garda Síochána seeks to view or take a copy of C.C.T.V. footage from the school's C.C.T.V. systems:

1. The data controller should identify that there is an investigation underway.
2. A request from An Garda Síochána must be made in writing on An Garda Síochána headed notepaper.

All C.C.T.V. systems and required equipment are required to be compliant with this Policy.

Roles and Responsibilities:

The Board of Management will:

- Ensure that the C.C.T.V. Policy is in place and compliant with relevant legislation, to oversee the use of C.C.T.V. in the school.
- Ensure this Policy is reviewed regularly by the Board of Management.

The Principal will:

- Act as Data Controller for the Board of Management.
- To ensure that the use of the C.C.T.V. system is used following this policy as set down by the Board of Management.
- Co-ordinate and oversee the use of C.C.T.V. monitoring for safety and security purposes within the school.
- To make sure that all C.C.T.V. monitoring systems are compliant with this Policy.
- Oversee the release of any material or information in compliance with this Policy.
- Keep a record of the release of any material recorded or stored on this system.
- Develop a list of the C.C.T.V. cameras, their locations and the associated monitoring equipment and the functions of such equipment to the Board of Management for formal approval.
- To make sure all areas being monitored are not in breach of the privacy of a reasonable expectation of individuals within the school.
- Provide information to the Board of Management to ensure that adequate signage, at appropriate and prominent locations, is displayed.
- To make sure that external cameras are not intrusive in relation of their positions and views of residential housing and comply with the principle of 'reasonable expectation of privacy'.
- To ensure that recorded material is kept for a period not longer than 14 days and will be deleted unless required as part of a criminal investigation or court proceedings, civil or criminal, or other bona fide as approved by the Board of Management.
- To make sure that monitors are stored in a secure place with authorized personnel access only.
- To ensure that staff are knowledgeable with this policy and that any revisions are publically shared.

Related Documentation

Relevant school policies already in place, being reviewed or developed, are studied with reference to the C.C.T.V. Policy and any issues which it has for them are addressed.

These policies are among those identified:

- GDPR Policy

- Child Safeguarding Policy
- Anti-Bullying Policy
- Code of Behaviour

The C.C.T.V. Policy has been created keeping in mind the school's obligation under GDPR Legislation.

Contact
Any queries regarding this policy should be directed to office@moynalveyns.ie or 046 9557416.

Communication, Ratification and Review

Consultation of this policy has been carried out with school staff, student focus group and parents of the school. This policy is for ratification in November 2026 and for review in November 2029.

Date 16.11.26
Frank Martin (Chairperson of the Board of Management)

Mícheál Brennan
Date 16/11/2026
Mícheál Brennan (Principal Teacher)