



Gaelscoil Éadan Doire

CCTV Policy

A Closed Circuit Television System (CCTV) is installed in Gaelscoil Éadan Doire under the remit of the Board of Management.

Purpose of the Policy

The purpose of this policy is to regulate the use of CCTV and its associated technology in the monitoring of the environs of premises under the remit of the Board of Management of Gaelscoil Éadan Doire

Purpose of the CCTV System

The CCTV system (2 cameras) is installed internally and externally on the premises for the purpose of enhancing security of the building and its associated equipment.

Scope of this policy

This policy applies to all staff, pupils, and visitors to Gaelscoil Éadan Doire. It relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

General Principles

The Board of Management of Gaelscoil Éadan Doire has a statutory responsibility for the protection of the school property and equipment and also acts as the school's data controller under the EU General Data Protection Regulation (GDPR) of 2018.

The primary aim of the CCTV system 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.

Information obtained through video monitoring may only be released when authorised by the Principal, following consultation with the Chairperson of The Board of Management.

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

Data from the CCTV system will be accessed and used in accordance with Data Protection Regulations.

Cameras are located in the following areas:

Internal

- *The Reception/Lobby Area*

External

- *The Main Entrance Area*

Signage is erected at the school entrance advising that a CCTV System is in operation in at the school. Access to images/recordings is restricted to the principal & deputy principal of the school. Recordings are retained for 31 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to Data Protection Acts Legislation.

Staff, pupils and parents/guardians are informed of the location and purpose of the CCTV system as outlined above.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Acts of 1998, 2003 and 2018.

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

Individuals whose images are recorded and stored by the CCTV system shall be retained for a maximum of 31 days. Thereafter it will be deleted automatically.

The recorded footage and the monitoring equipment shall be securely stored in the Principal's and Secretary's Office area.

The following procedures shall be followed in the event that An Garda Síochána seeks to view or take a copy of CCTV footage from the school's CCTV systems:

1. The data controller (BOM) shall satisfy themselves that there is an investigation underway

All CCTV systems and associated equipment are required to be compliant with this Policy.

The **Board of Management** will:

- Ensure that the CCTV Policy is in place, compliant with relevant legislation, to govern the use of CCTV in the school
- Ensure this Policy is reviewed regularly by the Board of Management
- Act as Data Controller
- Ensure that the use of the CCTV system is used in accordance with this Policy
- Ensure that all CCTV monitoring systems are compliant with this Policy
- Be responsible for the release of any information or material in compliance with this Policy
- Maintain a record of the release of any material recorded or stored on this system
- Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within the school
- Ensure that external cameras are not intrusive in terms of their positions and views of residential housing and comply with the principle of 'reasonable expectation of privacy'
- Ensure that recorded material is retained for a period not longer than 31 days and will 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 Board of Management
- Ensure that monitors are stored in a secure place with access by authorised personnel only

Implementation Arrangements, Roles and Responsibilities

The School Principal is assigned the role for ensuring that all members of the school community are familiar with the Policy.

Ratified:

27 Márta 2019

Signed: Lesley Gavin (Cathaoirleach)



Gaelscoil Éadan Doire

Polasaí TCI

Tá Córas Teilifís Chiorcaid Iata curtha isteach i nGaelscoil Éadan Doire faoi shainchúram an Bhord Bainistíochta.

Feidhm an Pholasaí

Is é feidhm an pholasaí seo ná an bealach ina n-úsáidtear an Córas Teilifís Chiorcaid Iata agus a chuid teicneolaíochta a rialú. Caithfear monatóireacht ar na plurláin áitribh a dhéanamh faoi shainchúram an Bhord Bainistíochta Ghaelscoil Éadan Doire.

Feidhm an Chóras TCI

Tá an Córas TCI (2 cheamara) suiteáilte taobh istigh agus taobh amuigh den fhoirgneamh, chun slándáil na scoile agus a cuid trealamh a fheabhsú.

Scóip an Pholasaí

Baineann an polasaí seo leis an bhfoireann, na páistí agus cuairteoirí na scoile. Déanann sé trácht ar an áit ina bhfuil an Córas TCI suite agus an bealach ina n-úsáidtear é. Baineann sé le monatóireacht, taifead agus an chaoi ina n-úsáidtear an t-ábhar taifidte.

Prionsabail Ginearálta

Tá freagrach reachtúil ag Bord Bainistíochta Ghaelscoil Éadan Doire chun trealamh agus áiseanna na scoile a chaomhnú. Bíonn sé mar rialathóir sonraí na scoile faoi Rialachán Ginearálta um Chosaint Sonraí (RGCS) an Aontas Eorpaigh 2018.

Is é an aidhm is mó atá ann ná cóiriúlacht agus loitiméireacht a sheachaint, agus chun cabhrú le sábháilteacht agus cosaint na scoile agus a cuid áiseanna agus fearais san áireamh.

Déanfar monatóireacht ar bhonn slándála ar bhealach proifisiúnta, eiticiúil agus dleathúil. Toirmisceofar aon mhí-úsáid an Córas Slándála TCI seo.

Ní scaoilfear aon eolas atá faighte tríd an monatóireacht físeáin, seachas má ceadáitear ag an bPríomhoide é, tar éis comhairliú le Cathaoirleach an Bhord Bainistíochta.

Tá monatóireacht físeáin d'áiteanna poiblí, ar bhonn slándála faoi theorainn d'áiteanna nach sáraíonn an t-ionchas réasúnta príobháideacht, de réir an dlí.

Beidh Sonraí ón gCóras TCI ar rochtain agus in úsáid i gcomhréireacht le Rialachán un Chosaint Sonraí.

Tá ceamairí le fáil sná háiteanna seo a leanas:

Taobh istigh

- An fáiltiú/príomhphasáiste na scoile

Taobh amuigh

- Príomhbhealach Isteach na scoile

Tá Comharthaí ar fáil ag Príomhhdhoras na scoile, ag cur in iúl do dhaoine go bhfuil Córas TCI i bhfeidhm sa scoil. Níl rochtain ar íomhánna/thaifeadtaí ach ag an bPríomhoide agus Leas-Príomhoide na Scoile. Coimeádtar taifid ar feadh 31 lá, seachas má atá sé ag teastáil le haghaidh imscrúdú ar eachtra faoi leith. Féadtar

féachaint ar íomhánna/thaifeadtaí nó iad a chur ar fáil don Gharda Síochána de bhun Reachtaíocht um Chosaint Sonraí.

Cuirtear láithriú agus feidhm an Chórais TCI in iúl do fhoireann na scoile, daltaí agus tuismitheoirí/caomhnóirí mar a luaitear thuas.

Cosaint Sonraí

Rialaítear aon sonraí pearsanta atá taifeadte agus stóráilte ag an gCóras TCI ag Achtanna um Chosaint Sonraí 1998, 2003 agus 2018.

Ní bheidh na sonraí pearsanta atá taifeadte agus stóráilte ag an gCóras TCI ar fáil ach ag an rialathóir sonraí, agus ní úsáidfear na sonraí pearsanta ach sa chaoi atá leagtha amach sa Pholasaí seo.

Coimeádtar na híomhánna atá taifeadte agus stóráilte ag an gCóras TCI ar feadh 31 lá ar a mhéid. Scriosfar é go huathoibríoch ina dhiaidh seo.

Coimeádfar an t-ábhar taifeadte agus an fearas monatóireachta go slán sábháilte in Oifig an Rúnaí.

Sa chás go bhfuil an Garda Síochána ag iarraidh féachaint ar íomhá faoi leith, nó má atá siad ag iarraidh cóip den taifead TCI ó Chóras TCI na scoile, déanfar na rudaí seo a leanas:

2. Beidh ar an rialathóir sonraí (BOM) iad féin a shásamh go bhfuil imscrúdú faoi lán-seoil.

Ní foláir don Chóras TCI agus an trealamh a ghabhann leis a bheith comhlíontach leis an bpolasaí seo.

Déanfaidh an Bord Bainistíochta cinnte de na rudaí seo a leanas:

- Go bhfuil an Polasaí TCI i bhfeidhm, comhlíontach leis na reachtaíochtaí ábhartha, chun úsáid TCI na scoile a rialú.
- Go ndéanfar athbhreithniú ar an bPolasaí seo go rialta.
- A bheith ina Rialathóir Sonraí
- Go n-úsáidtear an Córas TCI i gcomhréireacht leis an bPolasaí seo.
- Go bhfuil córas monatóireachta TCI i gcomhréireacht leis an bPolasaí seo.
- A bheith freagrach as aon eolas nó ábhar atá scaoilte, i gcomhréir leis an bPolasaí seo.
- Taifead a choinneáil d'ábhar taifeadte ar bith atá scaoite ón gCóras seo.
- Nach bhfuil aon áit atá ar an gCóras monatóireachta ar shárú ionchais réasúnta de phríobháideachas dhaoine áirithe sa scoil.
- Nach bhfuil ceamairí seachtracha gobach san áit ina bhfuil siad agus go bhfuil siad i gcomhréir leis an bprionsabal "ionchas réasúnta príobháideacht".
- Nach gcoimeádtar ábhair taifeadte ar thréimhse níos faide ná 31 lá. Caithfear é a scriosadh, ach amháin má lorgaítear é mar chuid d'Imscrúdú Cóiriúlachta nó cás cúirte idir chorpach agus shibhialta, nó ar fháth áirithe eile a shásaíonn an Bord Bainistíochta.
- Stóráilfear an Córas TCI in áit slán sábháilte, nach bhfuil rochtain air ach ag pearsanra údaraithe amháin.

Róil agus Freagrachtaí

Is é Príomhoide na Scoile atá freagrach as gach duine i saol na scoile a chur ar an eolas faoin bPolasaí seo.

Faomhadh:

27th March 2019

Sínte: Lesley Gavin (Cathaoirleach)