



*"Great oaks from
little acorns grow"*

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Park National School CCTV Policy

1. Purpose of CCTV

Park National School has installed Closed Circuit Television (CCTV) cameras on the school grounds for the sole purpose of enhancing security and safeguarding the school premises, pupils, staff, and visitors.

The system is intended to:

- Protect the school buildings and property.
- Deter vandalism, theft, and unauthorised access.
- Assist in ensuring the safety of pupils, staff, and visitors while on school grounds.

CCTV footage will not be used for the monitoring of staff or pupil behaviour, nor will it be used in relation to the conduct of pupils. CCTV footage will not be recorded during the school day.

2. Scope

This policy applies to all members of the school community, including staff, pupils, parents/guardians, contractors, and visitors.

CCTV cameras are located externally around the school grounds. No cameras are installed in classrooms, toilets, staffrooms, or any other areas where individuals have a reasonable expectation of privacy.

3. Data Protection and Privacy

- CCTV recording constitutes personal data under Data Protection legislation (GDPR and the Data Protection Acts 1988–2018).
- Park National School is the data controller and is responsible for the operation of the system.
- Access to the system and recorded footage is strictly limited to the Principal and authorised personnel designated by the Board of Management.

4. Use of Footage

- CCTV footage may only be used for the purpose of school security.
- It may be shared with An Garda Síochána where a crime has been committed or where required by law.
- Footage will not be used in relation to pupil conduct or disciplinary matters.

5. Retention of Data

- CCTV recordings will be retained for a limited period, normally no longer than 28 days, except where footage is required for the investigation of a security incident.
- After this period, recordings will be automatically deleted.

6. Access and Disclosure

- Requests for access to CCTV footage must be made in writing to the Principal.
- Parents/guardians and pupils have a right to request access to personal data under GDPR, subject to limitations under data protection law and the rights of others.
- Any disclosure of CCTV images will be logged.

7. Signage

Clear signage is displayed around the school grounds to inform staff, pupils, and visitors that CCTV is in operation.

8. Review of Policy

This policy will be reviewed if required, by the Board of Management to ensure ongoing compliance with data protection legislation.

Ratified by the Board of Management on: 18-9-25

Signed (Chairperson, Board of Management): Pat Curran.

Signed (Principal): Kieran Hennessy

Date: 18/09/25