



Pelletstown Educate Together National School

CCTV Policy

Whole School Policy

Ratified: 23rd April 2026

To be reviewed: Term 3, 2031

Introduction and Rationale

Pelletstown Educate Together National School aims to protect the wellbeing of its students and staff by providing a safe physical environment. The Board of Management has drawn up a Closed-Circuit Television System (CCTV) policy as one element of the school's policies and plans, as CCTV is installed in Pelletstown ETNS under the remit of the Board of Management, as directed by and provided for by the Department of Education and Youth, in the development of the school's permanent building. 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 Pelletstown ETNS. The policy was updated in 2026 to reflect the new CCTV system provided in the new permanent school building.

Purpose of the CCTV System

The CCTV system is installed externally in 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 and theft, as an aid to Health and Safety and to the discharge of the school's duty of care within and/or in the external environs of the premises at all times.

Scope of this policy

This applies to all personnel in, and visitors to, Pelletstown ETNS. 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 Pelletstown ETNS has a statutory responsibility for the protection of the school property and equipment as well as providing a sense of security to its employees, students and invitees to its premises. Pelletstown ETNS owes a duty of care under the provision of Health, Safety and Welfare legislation and utilises CCTV systems and its associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life in Pelletstown ETNS by integrating the best practices governing the surveillance of its premises.

The primary aim of the CCTV monitoring of Pelletstown ETNS premises 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.

Information obtained through video monitoring may only be released when authorised by the Principal, following consultation with the Chairperson of The Board of Management. CCTV monitoring of public areas for security purposes will be conducted 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 profiling of classifications contained in Equality and other related legislation e.g. gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

Video monitoring of public areas, for security purposes, within Pelletstown ETNS, 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 Main Entrance lobby area

External:

- Main Entrance (Front Upper)
- Second front entrance (lower)
- Entrance at PE hall door
- Main pathway/road at the front of the school
- Rathborne Vale path and roadway (from Rathborne Square to the corner)
- Courtyard
- Basketball Court
- Soft surface yard
- Roof top yard
- Bike sheds beside lower front entrance
- Entrance to staff car park

Staff, students, parents and visitors

Parents/carers will be informed of the location and purpose of the CCTV system as outlined above, through the development of this policy. The attention of all visitors to the school will be drawn to the fact that CCTV is in operation at the school by signage erected at the school's entrances (main front door and Eric Young Sports Hall door) and through the publication of this policy on the school website.

The right to access images captured by CCTV cameras shall be in accordance with the Data Protection Act of 2018, and as per the Data Protection Policies of Pelletstown ETNS.

Data Protection

All personal data recorded and stored by the CCTV system is governed by the Data Protection Act of 2018. Under the Data Protection Acts a data controller is the individual or the legal person who controls and is responsible for the keeping and use of personal information in manual files or in a computerised form. The data controller in respect of images recorded and stored by the CCTV system in the school is the Board of Management.

The personal data recorded and stored by the CCTV system will only be available to the Chairperson of the BOM, as Data Controller, the Principal, the Deputy Principal (in the absence of the Principal) and the Caretaker and will be used only for the purposes outlined in this policy. The recorded footage and the monitoring equipment shall be securely stored in the comms room within the school building. Unauthorised access to that room is not permitted at any time, and it is controlled by a key available to only those with permitted access.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system. Such requests shall be made in writing to the data controller and shall be complied with within a maximum of 40 days. Personal data recorded by the CCTV system shall be retained for a maximum of 28 days. Thereafter it will be deleted automatically.

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 shall satisfy himself/herself that there is an investigation underway
2. A request from An Garda Síochána must be made in writing on Garda Síochána headed notepaper.

All CCTV systems and associated equipment will be required to be compliant with this policy.

Responsibilities

The Board of Management will:

- Ensure that a 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.

The Chairperson will:

- 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

The Principal will:

- Ensure that the use of the CCTV system is used in accordance with the policy set down by the Board of Management.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the school.
- Ensure that all CCTV monitoring systems are compliant with this policy.
- Provide a list of the CCTV cameras, their locations and the associated monitoring equipment and
- the capabilities of such equipment to the Board of Management for formal approval.
- If required, approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.
- Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within the school.
- Advise the Board of Management to ensure that adequate signage, at appropriate and prominent locations, is displayed.
- 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 28 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. (The CCTV data management system in use in Pelletstown ETNS automatically deletes data recorded after 28 days)
- Ensure that monitors are stored in a secure place with access by authorised personnel only.

Links to Other Policies and to Curriculum Delivery

All school policies are consistent with one another. Relevant school policies already in place, being developed or reviewed, are examined with reference to the CCTV Policy and any implications which it has for them are addressed.

The following policies are among those considered:

- Data Protection Policies
- Child Protection Policy
- ICT Acceptable Usage Policy

The CCTV Policy has been developed, mindful of the school's obligation under Data Protection Legislation.

Ratification, communication, implementation and review


This policy was ratified and adopted by the Board of Management of Pelletstown Educate Together National School on 23rd April 2026.

This policy will be published on the school website, and a hardcopy will also be available from the school office.

This policy will be brought to the attention of all staff members upon their appointment to the school.

The implementation of the policy shall be monitored by the Principal and the Chairperson of the Board of Management.

This policy will be reviewed as necessary, and particularly to comply with any relevant changes to DEY guidelines and circular or legislation.

Signature of Chairperson:  Date: 23/4/26

Signature of Principal:  Date: 23/4/26

Date: 23rd April 2026

Date for Review: Term 3, 2031