

POLICY ON THE USE OF SURVEILLANCE CCTV.

The Abbey has not been able to avoid the need to use Closed Circuit TV to ensure safety and security, given the regular occurrence of night-time break-ins. When CCTV is used it is important that it is done with due regard to the rights and sensitivities of all who legitimately and appropriately use the school premises. This policy seeks to provide guidance in this regard.

Permanent CCTV Installation.

On the new Castleowen site there are cctv cameras installed inside the school buildings and also external to the buildings. The camera system was installed after consultation involving DENI, PSNI and the school. Recordings are held for a 30 day period, these recordings are securely stored on a hard disk system.

Covert Surveillance by CCTV.

Covert surveillance will only be considered if:

- There are exceptional circumstances
- All other possible means to resolve the problem have been exhausted.

Extensions to the System or Changes in its Use.

If it is considered necessary to extend the system or vary the manner in which it is used the following procedure will be followed:

1. CCTV will not be installed in sensitive areas such as toilets or changing rooms.
2. The Headmaster's decision whether or not to install further cameras or to use the present system in a different way will be informed by prior discussion at an SMT meeting.
3. Where the Headmaster decides to pursue the change this will be brought to the attention of the Board of Governors at the next scheduled meeting, for their approval. In an emergency situation, an exceptional meeting of the Board of Governors will be called, or approval will be sought from the Chairperson of the Board.
4. Installation of covert surveillance CCTV will follow consultation with and advice from the PSNI and will remain in place for the minimum time necessary. Installation will be carried out by a professional security company.
5. The locations of permanent cameras, will be clearly signed and brought to the attention of staff and pupils.
6. Parents will be informed of the installation and the reasons for it.