

**Griffith College**  
**Human Resources Department**  
*CCTV Policy*

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**INTRODUCTION**

Closed Circuit Television Systems (CCTV) are installed in Griffith College. Where systems are already in operation, their operation will be reviewed regularly in consultation with the Head of Security, the Campus Services Manager and the Management Board.

**PURPOSE OF POLICY**

**The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) and its associated technology in the monitoring of internal common areas and the external campus of Griffith College.**

CCTV systems are installed (both internally and externally) on the premises for the purpose of enhancing security of the buildings and associated equipment as well as creating a safe environment for our staff, learners and residents. The College has a surveillance security system in operation internally and in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at Griffith College is intended for the purposes of:

- protecting the College buildings and College assets, both during and after College hours;
- promoting the health and safety of Staff, Students, Residents, Parents and Visitors to the College;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);

**SCOPE**

This policy relates directly to the location and use of CCTV and the recording and subsequent use of such recorded material.

**GENERAL PRINCIPLES**

Griffith College has a responsibility for the protection of its property and equipment as well as providing security to its Staff, Students, Residents and Visitors to its premises. Griffith College owes a duty of care under the provisions of Safety, Health and Welfare at Work Act 2005 and associated legislation and utilises CCTV systems and recording equipment as an added mode of security for the purpose of enhancing the quality of life of the College campus community.

The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV Security technologies for other purposes is prohibited by this policy. Information obtained through the CCTV system may only be released when authorised by the Campus Services Manager. Any requests for CCTV recordings/images from An Garda Síochána will be fully documented.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by Griffith College, including Diversity & Equality of Opportunity Policy, Dignity at Work Policy and other relevant policies, including the provisions set down in other related legislation.

### **JUSTIFICATION FOR USE OF CCTV**

The use of CCTV to control the perimeter of the College campus and buildings is for security purposes and is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

In other areas of the College where CCTV has been installed, e.g. hallways, stairwells, student locker areas, it has been demonstrated that there is a proven risk to security and/or health & safety and that the installation of CCTV is proportionate in addressing such issues that have arisen prior to the installation of the system.

### **LOCATION OF CAMERAS**

The location of cameras is a key consideration. Griffith College has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

CCTV Video Monitoring and Recording of Public Areas in Griffith College may include the following:

Protection of College buildings and property: The building's perimeter, entrances and

exits, lobbies and corridors, special storage areas, cashier locations, receiving areas for goods/services

Monitoring of Access Control Systems: Monitor and record restricted access areas at entrances to buildings and other areas

Verification of Security Alarms: Intrusion alarms, exit door controls, external alarms

Video Patrol of Public Areas: Parking areas, Main entrance/exit gates, Traffic Control

Criminal Investigations (carried out by An Garda Síochána): Robbery, burglary and theft surveillance

## **NOTIFICATION – SIGNAGE**

The Campus Services Manager will provide a copy of this CCTV Policy on request to Staff, Students, Residents, Parents and Visitors to the College. This policy describes the purpose and location of CCTV monitoring and includes a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation. Adequate signage will also be prominently displayed at the entrance to Griffith College property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.

Appropriate locations for signage will include:

at entrances to premises i.e. external doors, College gates

reception area

at or close to each internal camera

## **STORAGE & RETENTION**

The data recorded on the CCTV security system will be retained for a calendar month (with auto 'over recording'), except where the images identify an issue – such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue and held until such time the incident is fully investigated to the satisfaction of all parties.

The images/recordings will be stored in a secure environment with a log of access kept. Access

will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Head of Security. The Head of Security may delegate the administration of the CCTV System to another staff member. DVRs will be stored in a secure environment with a log of access to DVRs kept. Access will be restricted to authorised personnel.

## **ACCESS**

DVRs storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to DVRs will be maintained. Access to the CCTV system and stored images will be restricted to authorised personnel only i.e. Head of Security and Security Personnel.

Requests by An Garda Síochána: Information obtained through video monitoring will only be released when authorised by the Head of Security. If An Garda Síochána request CCTV images for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be made in writing.

Access requests: On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Access requests can be made to the Head of Security.

## **IMPLEMENTATION & REVIEW**

The policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information.

