



Malahide Parish**DOCUMENT: Child Protection Service****TITLE: CCTV Systems****DATE: 01.06.2023****ISSUED BY: Co-Parish Priest****APPROVED BY: Parish Council****REF. NO: CPS 17****REVISION: 7**

1. PURPOSE

To ensure that CCTV systems is used, regulated and monitored in a professional, ethical and legal manner and in accordance with the needs of the current Data Protection legislation.

2. Scope

This procedure applies to all premises under the control of St Sylvester's Parish.

3. RESPONSIBILITY

Implementation: Co-Parish Priest

Authority to Change: Parish Pastoral Council

PROCEDURE

4.1 Under the Data Protection Act a Data Controller is the individual 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 the Parish centre is the Manager on behalf of the Parish Council.

4.2 The Parish Council will determine the list of Parish Centre personnel who will have access to the contents of the CCTV.

4.3 Objectives of the CCTV system:

- To protect the Parish Centre building and its assets;
- To increase personal safety of staff, users and visitors and reduce the fear and incidence of crime;
- To support the Gardai in a bid to deter and detect crime;
- To assist in identifying, apprehending and prosecuting offenders;
- To protect members of the public and private property;
- To assist in managing the Parish Centre;
- To assist in relation to matters other than security, namely, the promotion of and compliance with Health and Safety standards;



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- The system will not be used to monitor staff conduct or performance, except where required to investigate the alleged commission of a crime.

4.4 The Manager of the Parish Centre will:

- Act as Data Controller on behalf of the Parish Council;
- Ensure that the use of the CCTV system is used in accordance with the policy set down by the Parish Council;
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Parish Centre;
- 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.
- Provide a list of the CCTV cameras, their locations and the associated monitoring equipment and the capabilities of such equipment to the Parish Council for formal approval;
- 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 Parish Centre;
- Advise the Parish Council 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 Parish Council;
- Ensure that monitors are stored in a secure place with access by authorised personnel only;



4. REVISION

Rev	Date	Comment
0	10.10.13	New
1	24.02.21	Procedural Review
2	01.01.15	Procedural Review
3	01.01.17	Procedural Review
4	01.01.19	Procedural Review
5	24.02.21	Procedural Review
6	01.05.22	Procedural Review
7	01.06.23	Procedural Review