



# Saint John of God Kerry Services

Hospitality - Compassion - Respect

28

## Closed Circuit Television (CCTV) Policy and Procedure

Saint John of God Kerry Services

Title:	Closed Circuit Television (CCTV)
Document Reference:	Kerry28
Approval Date:	April 2019
Revision Date	Sept 2022
Revision Number:	03
Pages, incl. cover & signature:	4
Approved By:	PPP Group



# Policy and Procedure

---

## **Purpose**

This policy and procedure sets out the framework within which Saint John of God Kerry Services will use Closed Circuit Television (CCTV). CCTV systems are not implemented in the Service's locations at this time. The policy and procedure applies to all staff, service users, students, volunteers, contractors and visitors to any location of the Service.

1. Areas requiring the use of CCTV will be determined on the basis of a risk assessment completed by the Operations Manager in conjunction with the area/location Supervisor.
2. Locations requiring CCTV will be analysed to determine system specifications, legal obligations and policies and procedures applicable to the particular situation.
3. The intended use of the CCTV will influence the installation, location and type of technology used.
4. Approval for the use of CCTV rests with the Operations Manager.
5. Where approval has been granted for the use of CCTV notification will be displayed at each location advising such systems are in operation.
6. Staff, through this policy and procedure, will be aware of the presence of CCTV recording at relevant location(s).
7. Positioning of a CCTV camera to areas where service users, staff and visitors could reasonably expect complete privacy e.g. toilet, shower/bathing facilities etc. will not be the subject of CCTV monitoring except under specific instruction from An Garda Síochána or an authorised law enforcement agency.
8. Placement of CCTV in private offices must have the written approval of the office occupant.
9. Vulnerable areas throughout the service may be more actively monitored to allay public concern about safety and to enable a swift response to observe incidents.
10. CCTV recordings and their contents will not be used or disclosed for purposes other than those specified in the CCTV policy and procedure.



11. Any viewing of pre-recorded CCTV footage must be requested, in writing to and approved by the Operations Manager.
12. The area/location Supervisor, under the direction of the Operations Manager will be responsible for monitoring the recordings where necessity arises. Also ensuring Kerry services meet all legal responsibilities as required.
13. The Operations Manager is responsible for taking action with regards to incidents recorded.
14. The Operations Manager will have access to recordings and has the right to control, view, hold, store and dispose of recordings in accordance with this Policy and Procedure.
15. All requests for release of CCTV footage must be in writing to the Operations Manager.
16. Unlawful acts captured and identified in recordings may be investigated and reported to An Garda Síochána as necessary in line with this policy and procedure.
17. Recordings will not be made available for civil proceedings involving third parties except where required by law. Circumstances under which image recordings will be shown to a third party:
  - Unlawful act
  - Occupational Health and Safety complaints (relevant judicial authority)
  - Other (to meet any legal requirement, e.g., Court order, etc)
18. All recordings and their contents are the copyrighted property of Saint John of God Kerry Services and shall not be copied, distributed or used for any broadcast, performance or publication without the express written direction of the Director except when such actions are taken by An Garda Síochána in conjunction with Police investigations or Police criminal prosecutions.
19. All CCTV recordings are stored in line with the specifications of each individual system.

