



Saint John of God
Community Services clg.

Kerry Services Policy 28

Closed Circuit Television (CCTV)

Completed Sept 2025

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.
Kerry Services

Document Reference	28
Revision Number	4 Version
Approval Date	Sept 2025
Due for Revision	Sept 2028
Document drafted by	PPPG Committee
Document approved by	Operations Dept
Responsibility for implementation	All employees of Saint John of God Community Services Limited
Responsibility for evaluation and audit	Operations Dept
Pages, incl. cover and signature	6



Name of Policy

Purpose

This policy and procedure sets out the framework within which Saint John of God Kerry Services will use Closed Circuit Television (CCTV). As of the date of this policy, CCTV systems are not currently installed in locations owned by the service. However shared buildings may have CCTV systems in operation. Staff, service users, and visitors should be aware that these systems are managed by the respective building owners or partners and may be subject to separate policy and procedures.

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. Access to CCTV recordings is restricted to authorised personnel only i.e. operations manager and senior management team who also have the right to control, view, hold, store and dispose of recordings in accordance with this Policy and Procedure. All access to CCTV must be logged and justified.
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 Garda investigations or Garda criminal prosecutions.
19. All CCTV recordings are stored in line with the specifications of each individual system.

CCTV usage and retention in Ireland is governed by the GDPR Regulation and the Irish Data Protection Act 2018



