
CCTV Camera Policy

Policy Area	CCTV Camera Policy
Policy no.	Policy no. 45
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Purpose

The primary purposes of video technology are to **proactively deter crime and to assist security/law enforcement personnel in investigation incidents that have occurred on the premises and within the enclosed boundaries of the premises.**

The purpose of this policy is to regulate the use of Closed-Circuit Television and its associated technology in the **monitoring of both the internal, carpark area and enclosed boundaries of the premises.** It applies to all FRC staff in the use of monitoring, recording equipment and all related systems.

CCTVS are installed both **internally and externally in the premises for the purpose of enhancing security of the building and its associated equipment as well as creating mindfulness among the staff and users, at any one time that a surveillance security system is in operation within the internal, car park area and enclosed boundaries of the premises** during both the daylight and night hours each day.

Video Monitoring /recording, for the purposes of safety, security and training will be conducted in a manner that is consistent with all existing FRC policies and all.

Video Monitoring/recording for security purposes at the FRC will be limited to locations that do not violate the reasonable expectation of privacy as defined by law.

The video surveillance equipment used by the torc.CFRC. does not possess the capability of recording sound.

Responsibilities

The Ballyspillane CFRC will monitor new developments in the relevant law and best practises to ensure that video monitoring and recording at the Centre are consistent with the highest standards and protection.

Procedures

All information and/or observations made by the use of CCTV equipment are **considered confidential** and can only be used for **official Resource Centre and law enforcement business** upon the approval

of the Co-ordinator and the Board of Management of the Ballyspillane Community & Family Resource Centre.

Appropriate signage will be placed at various locations throughout the Centre announcing the presence of CCTV surveillance cameras.

Recorded events are stored temporarily on a server/hard drive, unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.

The server/hard drive will be capable of storing images up to 3mths. The server/ hard drive will automatically record over the oldest images when it becomes full.

Cameras are not monitored under normal operating conditions, but may be monitored periodically for legitimate safety and security purposes that include the following:

- Known high risk situations
- At times and locations that have been previously experienced violations

If monitoring is taking place, it will be done with the prior approval of the Co-ordinator and Board of Management.

Revision No.	Approval Date	Document Reference and Changes Made	Name