CCTV Footage Information Request

The information you provide on this form will be used for the purpose of considering and actioning your request for CCTV footage. The information will be treated in accordance with the privacy obligations in the *Information Privacy Act 2009* (Qld) (IP Act)*.*

**Requesting Officer (see later note):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name  |   | Rank  |   | Registered No.  |   |
| Region  |   | District  |   | Station  |   |
| Email  |   | Phone  |   | Fax  |   |
| Requesting Officer Signature  |   | Date  |   |

**Commissioned Officer (see later note):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name  |   | Rank  |   | Registered No. |   |
| Region  |   | District  |   | Station  |   |
| Commissioned Officer Signature  |   | Date  |   |

**Requested footage and reason for request:**

|  |  |
| --- | --- |
| Date of incident: |  / / |
| Time of incident: |  At / between  |  **hrs** | and |  **hrs** |
| Location of incident: |   |
| Reason why footage is requested (see notes below and later) |  |
| Queensland Privacy Principle 6 (QPP 6) in the IP Act provides that personal information must not be disclosed outside an agency unless one of the permitted secondary purposes applies. [Agency] will assess on a case by case basis whether an exception applies to this request. [Agency] may disclose personal information if it is satisfied on reasonable grounds that the disclosure of information is necessary for use by the requesting agency under QPP 6.2(c) or QPP 6.2(e). The requesting agency should provide sufficient information to enable [Agency] to undertake this assessment.**Record of disclosure**: In accordance with QPP 6.5 if [Agency] discloses personal information under QPP 6.2(e), a note of this disclosure will be included with the footage. |

**Internal use only**

|  |
| --- |
| **Authorisation** |
| Date request received: |  / / | Received by: |   |
| Approved for release: |  Yes / No |
| Name of authorising officer: |  |
| Signature |   | Date:  |   |
| **Record of receipt** |
| Received by: |  |
| Signature |   | Date:  |   |

**Notes for requesting agencies**

1. This form has been primarily designed for the use by Queensland Police Service (QPS) for their enforcement activities or where QPS seeks the information in order to safeguard the health, safety and well-being of the public or to locate a missing person.
2. Some of the information sought for QPS requests may not be appropriate. For example, not all requests would come from QPS officers attached to a particular station. Depending on the circumstances and information, agencies may wish to make some fields mandatory, but allow others to be optional.
3. This form can also be used by agencies other than QPS who seek access to CCTV footage for similar purposes. These agencies should fill out the information sought in the ‘Requesting Officer’ and ‘Commissioned Officer’ appropriate to the organisational structures in their agency.
4. The secondary purposes for which QPP 6 allows personal information to be disclosed provide a defence for the disclosing agency to claim of breach of privacy by individuals whose personal information was disclosed.
5. The information in the request form must be sufficient to satisfy the provisions of QPP 6.2(e) or QPP 6,2(c), which permits disclosure for the permitted general situations listed in schedule 4 of the IP Act and enable the agency to make an informed decision whether to disclose the requested footage. However, the provided information should not compromise the operational integrity of the law enforcement investigation nor should it identify persons who are the subject of the request.
6. For example:
	1. it would be sufficient to state ‘to identify witnesses for investigations into a sexual assault which occurred on a bus on the afternoon of 5 December 2020 but inappropriate to mention intimate details of the victim or identifying information for the individuals.
	2. It would not be sufficient to state, ‘investigation into property offence’; however, ‘conducting enquiries to identify the driver of a vehicle involved in a ‘hit-and-run’ incident on 5 December 2020 in the Brisbane CBD’ would be sufficient.
	3. For requests related to court or tribunal proceedings it would not be sufficient to state ‘for a court proceeding’; however ‘for the prosecution in the Magistrate’s Court on 30 June 2021 for a hit and run offence that occurred on 5 December 2020 in the Brisbane CBD’ is appropriate.’
	4. For missing persons requests, ‘concerns over a missing person’ is insufficient however ‘concerns for the safely of a missing 10 years old child’ (refer to known vulnerabilities in Chapter 12 of the Operational Procedures Manual and the missing person risk assessment process) is appropriate.
7. For QPS, for matters rated as ‘Highly Protected’ - contact is to be made with the Detective Chief Superintendent, State Crime Operations Command (telephone 07 3364 6168) and an approach will be made to the [Position], [Agency] to engage in negotiations to ensure the security of the information is protected but that sufficient security protocols and processes exists for the agency to make a decision to release personal information.

1. The request must be signed by a Commissioned Officer or equivalent.

1. The completed form can be submitted to:

Workgroup/business unit

Agency name

Postal address

Email address

Fax number

**QPP 6 – relevant secondary purposes permitting disclosure**

6.1 If an agency holds personal information about an individual that was collected for a particular purpose (the primary purpose), the agency must not use or disclose the information for another purpose (the secondary purpose) unless—

(a) the individual has consented to the use or disclosure of the information; or

(b) QPP 6.2 applies in relation to the use or disclosure of the information.

6.2 This QPP applies in relation to the use or disclosure of personal information about an individual if—

…

(c) a permitted general situation exists in relation to the use or disclosure of the information by the agency; or

*Note—*

*Permitted general situations are stated in schedule 4, part 1.*

…

(e) the agency reasonably believes the use or disclosure of the information is reasonably necessary for one or more enforcement-related activities conducted by a law enforcement agency;

…

6.5 If an agency uses or discloses personal information in accordance with QPP 6.2(e), the agency must make a written note of the use or disclosure.

**Schedule 4, part 1 - Permitted general situations**

1 Collection, use or disclosure

A permitted general situation exists in relation to the collection, use or disclosure by an agency of personal information about an individual if—

(a) both of the following apply—

(i) it is unreasonable or impracticable to obtain the individual’s consent to the collection, use or disclosure;

(ii) the agency reasonably believes that the collection, use or disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of an individual or to public health or safety; or

…

(c) both of the following apply—

(i) the agency reasonably believes that the collection, use or disclosure is reasonably necessary to assist an entity to locate a person who has been reported as missing;

(ii) the collection, use or disclosure complies with a guideline in effect under chapter 3, part 2; or