

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 in accordance with QPP 6 of the *Information Privacy Act 2009* (Qld). Your personal information will only be accessed by authorised Council employees. Your personal information will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission, or we are required by law. Please refer to Council's QPP Privacy Policy for further information on access or correction of personal information held by Council.

Requesting Officer (see later note):

Name		Rank		Registered No.	
Region		District		Station	
Phone		Email			
Requesting 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)				

The IP Act provides that personal information must not be disclosed outside an agency unless one of the permitted exceptions applies. Mareeba Shire Council (MSC) will assess whether an exception applies to this request. MSC 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 MSC to undertake this assessment.

Record of disclosure: In accordance with QPP 6.5, if MSC 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	Applicable QPP	
Name of authorising officer				
Signature			Date	

Notes for requesting agencies

1. This form has been primarily designed for the use by Queensland Police Service (QPS) for their 'enforcement-related activities' or where QPS seeks the information in order to safeguard the health, safety and well-being of a member of the public – for example: to assist in the location of 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. Agencies may wish to provide the information that while some fields may be mandatory, others may be optional.
3. This form should also be used by agencies other than QPS, who seek access to CCTV footage for these purposes. These agencies should fill out the information sought in the 'Requesting Officer' appropriate to the organisational structures in their agency.
4. The exceptions in QPP 6.2(c) and QPP 6.2(e) provide a defence for MSC for a claim of breach of privacy by individuals whose personal information is contained in the requested footage. It is in the best interests of all parties that the requirements in the exception be satisfied.
5. The information in the request form must be sufficient to satisfy the provisions of QPP 6.2(c) or QPP 6.2(e) and enable MSC 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 and nor should it identify persons who are subject of the request.
6. For examples,
 - a. 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.
 - b. 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.
 - c. 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.'
 - d. For missing persons requests, 'concerns over a missing person' is insufficient however 'concerns for the safety of a missing 10 years old child' is appropriate.
7. The completed form can be submitted to:

RTI/IP Officer
Mareeba Shire Council
PO Box 154
MAREEBA QLD 4880

Email: info@msc.qld.gov.au

Information Privacy Act 2009

Schedule 3 Queensland privacy principles

QPP 6 - use or disclosure of personal information

- 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...
- 6.2 (c) a permitted general situation exists in relation to the use or disclosure of the information by the agency...
- 6.2 (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 Permitted general situations...

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...