

Request to Obtain CCTV Footage

Use this form to request access to CCTV data.

All requests for access to CCTV data will be managed in accordance with the University's [Closed Circuit Television \(CCTV\) Policy](#).

Please email completed form to: propertyservices@scu.edu.au

REQUEST DETAILS

REQUEST

Date of Request:

Requestor: Staff Student Contractor Other Company Name:

Requestor's Name:

Mobile:

Requestor's Position:

Email Address:

Signature of Requestor:

REASON FOR REQUEST / INCIDENT DETAILS

REASON/INCIDENT

Date of footage requested:

Time of footage requested (24hr format):

Location of footage requested:

Reason for Request / Incident Details:

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OFFICE USE ONLY

APPROVALS

Request reviewed by: _____ Signature: _____ Date: _____

Footage reviewed by: _____ Signature: _____ Date: _____

Footage available? YES NO

If footage is available, has it been quarantined? YES NO

Director, Property Services Review: _____ Signature: _____ Date: _____

To record and report the release of personal information collected by CCTV to Law Enforcement Agencies in accordance with the Closed Circuit Television (CCTV) Policy, please complete the [CCTV – Law Enforcement Information Access Form](#). Send the completed form to privacy@scu.edu.au, as soon as possible after the release of information.

All other requests for information must be referred to the Legal Office and Privacy Officer. Send this completed form to privacy@scu.edu.au, copying in legal@scu.edu.au, for assessment.