

# CCTV - Law Enforcement Information Access Form

Use this form to record and report the release of personal information in accordance with clause 18 of the **Closed Circuit Television (CCTV) Policy**. All other requests for information **must** be referred to the Legal Office.

Send the completed form to [privacy@scu.edu.au](mailto:privacy@scu.edu.au), copying in the Compliance, as soon as possible after the release of information.

## 1. Details of recipient of information

First name		Last name	
Contact phone number		Email	
Organisation			
Position (e.g. Detective Senior Constable)			
Station/Office		Badge/warrant card no	

## 2. Justification for release

*Note: You only need to complete **ONE** section (a), (b), (c) or (d) in part 2 in order to justify a release of information but you must answer **ALL** of the questions in that section*

### (a) There are reasonable grounds to believe that the release is necessary to lessen or prevent a serious and imminent threat to the life or health of a person

How is the threat serious?	
How is the threat imminent?	
Whose life or health is at risk?	
In what way do you believe the release is necessary to prevent or lessen that risk?	
Why do you believe that is the case?	

### (b) The person has a warrant

Date range of warrant		Issued by	
If applicable, specify the physical location stated in the warrant			
Issued for (insert description of information requested)			

*Note: Original warrant to be provided to Legal Office*

**(c) The information is being requested by a “law enforcement agency” (see definition at end of form) in order to locate a person declared missing to the police**

Name of person declared missing to police	
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*Note: information can only be released on the following basis by a Shift Supervisor*

**(d) The release is reasonably necessary in order to investigate an offence or potential offence**

What is the offence being investigated? E.g. wounding with intent, s 33 of <i>Crimes Act 1900</i> (NSW)	
If the offence is only suspected to have occurred, what are the “reasonable grounds” for believing that it occurred?	
How will the information sought assist the investigation?	
Why is the information being sought from the University and not from another source?	

### 3. Details of access provided

Date of access	
Type of access provided (e.g. verbal information, email of still from CCTV footage)	
Information provided	
Name of staff member or supervisor providing access	

*Note: If the information was emailed to the other party, or a copy of information was provided, please also attach a copy of that email/information to the email*

#### Definition – Law Enforcement Agency

The following are **the only** agencies to which information may be disclosed for the purpose of locating a missing person (described in 2(c), above):

- (a) the NSW Police Force, or the police force of another State or a Territory;
- (b) the New South Wales Crime Commission;
- (c) the Australian Federal Police;
- (d) the Australian Crime Commission;
- (e) the Director of Public Prosecutions of New South Wales, of another State or a Territory, or of the Commonwealth;
- (f) the Department of Corrective Services;
- (g) the Department of Juvenile Justice; or
- (h) the Office of the Sheriff of New South Wales.