



Internal Request for Video Surveillance Systems Footage

Privacy Statement: The Department of Transport and Main Roads (TMR) abides by the *Information Privacy Act 2009 (QLD)* (IP Act) when managing Video Surveillance Systems footage containing personal information. Each request for access will be assessed on a case by case basis to ensure its use is consistent with IPP10 of the IP Act. The information collected on this form will be used to process your request and as a record of any access given.

Section 1 - Purpose of information requested

Section 2 - Requesting officer's details

Name Position

Division/Branch

Address
Postcode

Email Phone number Fax number

Requesting officer signature Date

Section 3 - Ethical Standards Authorisation

Name Position

Approved Yes No

Approving officer signature Date Phone number

Section 4 - TMR Video Surveillance Systems Workplace Officer Use Only

Internal reference number Date request received

List actions taken with downloaded image/file, for example, storage/transfer of image/file(s):