



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.

Complete both Section 1 and Section 2 and forward to Finance and Procurement Branch via email: VSSrequest@tmr.qld.gov.au

Section 1 - Purpose of information requested

Section 2 - Requesting officer's details

Name	Position		
<input type="text"/>	<input type="text"/>		
Division/Branch			
<input type="text"/>			
Address			
<input type="text"/>			
Postcode			
<input type="text"/>			
Email	Phone number	Fax number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Requesting officer signature	Date		
<input type="text"/>	<input type="text"/>		

Section 3 - Ethical Standards Authorisation

Name	Position		
<input type="text"/>	<input type="text"/>		
Approved Yes <input type="checkbox"/> No <input type="checkbox"/>			
Approving officer signature	Date	Phone number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 4 - TMR Video Surveillance Systems Workplace Officer Use Only

Internal reference number	Date request received
<input type="text"/>	<input type="text"/>

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