

## **Queensland Police Service (QPS) Personal Information Request**

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit https://www.bundaberg.qld.gov.au/privacy for further information.

1. Requesting officer details					
Name:					
Rank:		Registered number:			
Region, district, station:					
Email:		Contact number:			
Declaration		·			
I certify that this information is reasonably necessary pursuant to Information Privacy Principle (IPP) 11(1)(e) of the <i>Information Privacy Act 2009</i> (Qld) (IP Act).					
Signature:		Date:			
		1			
2. Requested information/footage					
Type of information:					
CCTV footage					
Other personal information (e.g. rate notice, complaint document, ratepayer details)					
QPS reference number (QP or QI):					
Date of incident:	Time of in	cident: At / between	hours &	hours	
Location of incident:					
Camera numbers required:					
Reason for request (please read Additional Informover page before completing this section)	mation				
<ul> <li>What is being investigated (broad terms i.e. theft, traffic incident, assault); and</li> </ul>					
Why is the information necessary; and					
Any law requiring or authorising Council to provide the information.					
The IP Act provides that personal information must not be disclosed outside an agency unless one of the permitted exceptions applies. Council will assess on a case by case basis whether an exception applies to this request. Council may disclose information if it is satisfied on reasonable grounds that the disclosure of information is necessary for use by the QPS under IPP 11(1)(c) or IPP 11(1)(e).					
<b>Restriction of use of disclosure</b> : In accordance with IPP 11(3), Council releases the footage/information on the basis that it will not be used or disclosed for a purpose other than that for which it was requested.					
3. Authorisation (to be completed by Officer in Ch	arge or deleg	ate (Shift Supervisor, Crime Mana	ger or Crime Preven	ition Officer)	
Name:					

Rank:	Registered number:
Region, district, station:	
Declaration	
I certify that this information is reasonably necessary pursuan	t to Information Privacy Principle (IPP) 11(1)(e) of the

I certify that this information is reasonably necessary pursuant to Information Privacy Principle (IPP) 11(1)(e) of the *Information Privacy Act 2009* (Qld) (IP Act) and confirm the details provided by the requesting officer.

Signature:	Date:



## Additional Information

- 1. The information in the request form must be sufficient to satisfy the provisions of IPP 11(1)(c) or IPP 11(1)(e) and enable Council to make an informed decision to release the information, however the request should not compromise the operational integrity of the investigation.
- 2. For matters rated as 'Highly Protected', contact is to be made with the Detective Chief Superintendent, State Crime Operations Command (telephone 07 3364 6168) and an approach will be made to the Chief Legal Officer, Bundaberg Regional Council to engage in negotiations to ensure the security of the information is protected but that sufficient security protocols and processes exists for the agency to make a decision to release personal information.
- 3. Your request must be signed by the Officer in Charge or their delegate.
- 4. The provisions of <u>IPP 11 Limits on disclosure</u> is the legislation Queensland Government agencies assess QPS requests on. Council utilises IPP11(1)(c) or IPP 11(1)(e) for its disclosure of requested footage to QPS.

BRC use only – Assessment by Governance & Legal Services					
Assessment of request:					
IPP Provision:					
Information to be released:					
Name and position of assessing officer:					
Signature:			Date:		
Date released:	Released by:				
Released to:	Signature o		f recipient:		
Delivery method (i.e. USB):					