



Release of ANU CCTV Footage Request Form

Please complete the following matrix prior to submitting your application for Release of ANU CCTV Footage Request:

Criteria for Release:	Yes	No
To lessen or prevent a serious threat to life, health or safety;		
required by or authorised under, a law or court or tribunal order to do so		
to take appropriate action in relation to suspected unlawful activity or serious misconduct		
to assist authorities to locate a person reported as missing		
for enforcement related activities conducted by, or on behalf of, an enforcement body.		

Please note if none of the above criteria are met, footage is unlikely to be approved for release.

Requestor Information:

Full Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Delegate Approval (Residential Head of Operations/School Manager/Director/Dean/or equivalent):

Full Name: _____

Signature: _____

Date: _____

Request Details:

Date and Time of Incident (must be within the last 28 days): _____

Location of Incident (please be specific as possible): _____

Please provide a detailed explanation of why you are requesting the footage, including potential incident description:

Authorisation:

1. I, the undersigned, hereby request the release of the CCTV footage recorded by the Australian National University (ANU) for the incident described above. I understand and agree to the following terms and conditions:
2. I acknowledge that the CCTV footage requested may contain sensitive and personal information about individuals and that I am requesting this footage for a legitimate and lawful purpose, and will at all times abide by the principles of the ANU Privacy Policy.
3. I agree to use the footage solely for the purpose stated above and will not share, distribute, or use the footage for any other purpose without prior written consent from ANU UniSafe, the University's Privacy Officer, and the ANU Legal Team.
4. I understand that ANU may withhold or redact certain portions of the footage to protect the privacy and security of individuals in accordance with applicable laws and regulations.
5. If this request is related to criminal activity, I am required to provide a valid police report number issued by the ACT Police or relevant police jurisdiction for the incident. Police Report Number: _____, and note that footage will be provided only at the request of the relevant police authority.

Signature: _____ Date: _____

Please submit this completed form to unisafe.management@anu.edu.au for processing.

FOR OFFICE USE ONLY:

Review and Approval for release by ANU Security Manager:

Reviewed By: _____

Signature: _____

Date: _____

Request Number:

Appendix A: Further Information on Requests

Unreasonable Requests: Requests for CCTV footage that are deemed unreasonable may be denied. Unreasonable requests may include, but are not limited to:

- Requests that do not align with the criteria specified in the ANU Privacy Policy principles.
- Requests that seek access to a broad range of footage unrelated to the incident in question or have an uncertain length of time to have occurred.
- Requests that pose a significant risk to the privacy or security of individuals.
- Requests that do not provide sufficient information to identify the incident or location.

CCTV may not be provided if:

1. **No Matching Incident:** If the requestor provides insufficient or inaccurate information about the incident or location in question, and there is no way to identify the relevant footage, the request may be denied.
2. **Privacy Concerns:** If releasing the footage would compromise the privacy of individuals not involved in the incident, such as bystanders or unrelated activities, ANU may choose to deny the request or redact portions of the footage to protect privacy.
3. **Unlawful Requests:** Requests that are unlawful, unethical, or made for malicious purposes may be denied. For example, requests for footage to engage in harassment, stalking, or other illegal activities would typically not be honoured.
4. **Sensitive or Confidential Information:** If the CCTV footage contains sensitive or confidential information unrelated to the incident, such as proprietary research data or personal employee information, the request may be denied, or such portions may be redacted.
5. **Ongoing Investigations:** If the release of CCTV footage could compromise an ongoing investigation by law enforcement or the ANU's Security Team, the request may be denied until the investigation is complete.
6. **Court Orders or Legal Restrictions:** If a court order or legal restriction is in place that prohibits the release of certain footage, ANU must comply with these orders or restrictions.
7. **Excessive or Overbroad Requests:** Requests that seek access to an excessive amount of footage or are overly broad, covering extended time periods with no clear connection to the incident, may be denied. ANU Security may require requestors to specify the exact footage they need.
8. **Requests Not in Compliance with ANU Policy:** If the request does not adhere to ANU's internal policies and procedures regarding CCTV footage release, it may be denied.
9. **Requests That Pose Security Risks:** If releasing the footage could pose a security risk to ANU, its facilities, or individuals, the request may be denied. For example, if the footage reveals sensitive security measures or vulnerabilities.
10. **Requests Made in Bad Faith:** If the requestor has a history of making frivolous or bad-faith requests for CCTV footage, ANU may choose to deny future requests.

Limitations on Release:

The release of CCTV footage may be subject to the following limitations:

- Redaction of portions of the footage to protect the privacy and security of individuals not involved in the incident.
- Any recipient of the CCTV footage shall be explicitly informed of the limitations on its use and dissemination. Recipients are prohibited from disclosing, sharing, or further disseminating the footage to unauthorised parties or for purposes unrelated to the specified legitimate purpose.
- Withholding of footage if it contains sensitive information, confidential materials, or proprietary data unrelated to the incident.

- Compliance with any legal restrictions or court orders that may prevent or limit the release of specific footage.
 - Retention of the original footage by ANU for a specified period, in accordance with applicable laws and policies.
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