

9. Disclosure of Footage

Footage may be disclosed to the Queensland Police Service (QPS) when 'reasonably necessary' for a law enforcement activity. This includes personal information contained in the footage.

Each request by the QPS or other law enforcement agency is to be assessed on a case by case basis. A request by the QPS will be made under the Department of Education procedure [Disclosing Personal Information to Law Enforcement Agencies](#). An applicable department pro forma for Law Enforcement Agency Disclosure is to be completed for footage that is provided to QPS.

The following persons are authorised to disclose footage to the Queensland Police Service in accordance with the Department of Education procedure [Disclosing Personal Information to Law Enforcement Agencies](#):

Name	Position
Nathan Hustler	Principal
Jeanette Mudie	Deputy Principal
Samara Koidis	Deputy Principal
Lisa Sweeney	Head of Department – Student Services
Joanne Reiterer	Business Manager

Authorisation is granted by the Principal, under Section 2 of this form. If a staff member outside of the Campus Leadership Team is authorised to view CCTV, there must be documented evidence to support or justify this authorisation, which is to be retained by the Principal.

In the case of an individual applying for access to footage containing personal information about them, the school requires written notice to be forwarded detailing:

- The individual's details;
- The time and date their personal information was collected;
- The reason they are applying for access to footage.

This notice will be reviewed by the Principal and referred to the Department of Education Legal and Administrative Law Branch, and written notice will be forwarded to the individual regarding the result of their application.

In the case of a student's parent/carer requesting to view footage containing their child after an incident, parents are to be referred to Queensland Police to make a complaint if they believe an offence has been committed, or they may forward a request to be referred to Department of Education Legal and Administrative Law Branch.

Principal's Authorisation

Name:	Nathan Hustler
Date:	18/01/2024
Signature:	