

LOG BOOK NO:

**APPLICATION TO EXTRACT IMAGES OR FOOTAGE FROM
ROSEBANK BUSINESS ASSOCIATION CCTV SYSTEM**

Name of Person Requesting Footage:	Date: / /
Contact Number:	Email Address:
Reason For Request:	
Date of Incident: / /	Time:
Location of Incident:	
Has this incident been reported to the Police?	Incident Reference No:
Details of Incident:	
Authorised by RBA : Signed: Authorised by Board: Date: Method: Date reported/advised footage available via 105: Date footage uploaded via vGRID link: <i>The Recipient agrees to control and restrict the use and redistribution of the supplied footage/images as per the Rosebank Business Association CCTV Policy Document and as required in the Privacy Act</i>	

Footage relates to
Camera located at

on date.../.../.....**between**.....**am/pm** and **am/pm**

2. Camera located at.....

on date.../.../.....**between**.....**am/pm** and **am/pm**

3. Camera located at.....

on date.../.../.....**between**.....**am/pm** and **am/pm**



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Internal notes, Rosebank Business Association

Date footage taken off remote server access:	
By whom:	Signature:

Notes for release of footage

The only times you may disclose camera surveillance images are listed in the Privacy Act and include:

- _when the use or disclosure is necessary for court or tribunal hearings
- _when the use or disclosure is necessary to enable a public authority to uphold the law (such as police)
- _when the individual(s) in the image has consented.

In addition, the Privacy Act states that you may only use or disclose personal information for the purpose you collected it.

- RBA require 2 internal authorisations on this form – see Policy Doc
- We only give CCTV footage or stills to NZ Police on request for reasons of upholding the law.
- Requests may be taken via email or verbally, but no footage is handed over unless this form is signed and ALL details completed
- If a member of the public (whether a member of RBA or not) asks for footage, we do not supply. All members of the public are required to report the incident in question to NZ Police and make sure they have a reference number. They can then suggest NZ Police request footage from us.
- Preference is given to uploading footage directly to Police via a secure vGRID (vault) link that they send the Rosebank Business Association directly.
- Alternatively footage can be placed on a 'labelled' USB stick. It can either be handed over to the Police representative who made the request or delivered by a courier. However, the first option is preferable.
- If we are requested to give footage in connection with an accident or insurance claim, we need to consider whether we have a legal duty or moral duty and act accordingly. In the case of an accident, if a member of the public requests footage, we will not supply to them directly. Again, they need to lodge the incident with Police and have a reference number, and either ask the Police or their insurance company to request the footage.
- Individuals are entitled to access the personal information you hold about them, and can request footage of themselves. Under these circumstances, there are several issues of the Privacy Act that come into play, and we will decide how to respond on a case by case basis.
- **Privacy enquiries can be directed to 0900 803 909 or enquiries@privacy.org.nz**