CCTV FOOTAGE DISCLOSURE REGISTER (SAMPLE)

Principals must have a disclosure register which records all instances of CCTV footage being released to authorised persons. Schools can develop their own register, but it should include all information provided in the example below.

**For more information about the requirements for CCTV in schools, refer to the** [**CCTV use in schools**](https://ppr.qed.qld.gov.au/pp/cctv-use-in-schools-procedure)procedure**.**

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| **Entry number** | **Date** | **Name of Authorised Person** | **Name of person requesting footage** | **Purpose of request** | **Details of recorded footage** | **Footage viewed on site or removed** | **Type of recording taken** | **Date footage removed from site** |
| **1** | **DD/MM/YY** | **Dep Principal BROWN** | **Constable SMITH, 104477, Brisbane City Station** | **Evidence of committed offence** | **3 minutes 42 seconds of video footage, commencing 2:47pm on 12/08/16** | **Removed** | **Download to Police USB drive** | **DD/MM/YY by Const SMITH** |
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**More information about CCTV is available from your** [**School Security Advisor**](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/school-security/Pages/advisory-service.aspx)(departmental employees only).