



Closed Circuit Television (CCTV) Release - Information Sheet

1. Purpose

This information sheet is designed to provide Wheatbelt Health Service Managers, site staff and Infrastructure and Support Service staff how to process and release Closed Circuit Television (CCTV) footage to police.

2. Use of CCTV

CCTV can be defined as a television system that transmits images. CCTV footage is information and in certain circumstances, CCTV footage may contain recording of serious incidents or events. CCTV footage can be used to assist in police investigations or be used as evidence in court.

3. Requesting CCTV

A valid request for CCTV footage must:

- be in writing
 1. Request needs to be an Order to Produce or Subpoena
 2. If Order to Produce or a Subpoena is not provided, consumer consent is required of every person visible on the CCTV footage for the period requested. This includes staff, visitors and other patients.
 3. Police officer's name, title, station and signature must be provided.
- have photo identification or professional letterhead provided
- identify a scope – place, timeframe, date and brief description of incident
- contain an Australian address to send the CCTV to.

4. CCTV Process

As CCTV is information, the following process should be followed:

1. Site receives and validates CCTV request from police and date stamps request
2. Site forwards request to Infrastructure and Support Services to extract requested CCTV footage as soon as possible
3. CCTV request is scanned and provided to:
 - a. Regional Manager, Infrastructure and Support Services at Infrastructure.WACHS-Wheatbelt@health.wa.gov.au
 - b. Regional FOI Coordinator at WACHSWheatbeltFOI@health.wa.gov.au for registering.
4. Infrastructure office edits and produces requested CCTV footage specific to the date and timeframe documented in the request
5. Infrastructure office seeks approval from site Tier 4 Manager and forwards requested CCTV footage to requestor as soon as practicable.

5. Other Regulations

- Australian Privacy Principles 2018
- *Evidence Act 1995; Amendment Act 2008*
- *Freedom of Information Act 1992*
- *Privacy Act 1988.*

Printed or saved electronic copies of this policy document are considered uncontrolled.
Always source the current version from [WACHS HealthPoint Policies](#).