

REQUEST FOR SECURITY VIDEO FOOTAGE

This request form is to be completed by the lot owner or their managing agent. If you are a tenant this request form must be completed by your managing agent or lot owner. Email to admin@miaproperty.com.au

NOTE: CCTV footage only be released to the police or other authority. Release to an owner/tenant is at the discretion of the committee of management.

DATE	
NAME	
AGENCY	
APARTMENT NUMBER	
EMAIL ADDRESS	
PHONE	
ADDRESS FOR DELIVERY OF FOOTAGE	
REASON FOR REQUEST	
AREA OF PROPERTY INVOLVED (Please be specific)	
TIME PERIOD OF FOOTAGE REQUIRED (12hr MAX)	

By completing this request form I acknowledge that I have read, understood and agree to accept the conditions of Security Video Policy contained over the page.

SECURITY VIDEO POLICY

PURPOSE

- Security cameras on the property contribute to the overall security of the property by:
 - Acting as a deterrent
 - Monitoring any activity that may be unlawful or that breaches owners corporation rules
 - Assisting to identify person(s) of interest
 - Providing footage to relevant residents, owners, agents and authorities in relation to serious and significant incidents

COLLECTION

- The digital video recorder (DVR) that stores the footage is kept in a secure area that can only be accessed by authorized persons
- Only person (s) authorized by the OC can review and download the footage
- Footage is kept for as long as the DVR capacity allows before it is automatically recorded over by newer footage
- The owners corporation cannot guarantee that footage provided will match the time period or area requested, as and footage is only stored for a limited period and security cameras are limited in number and coverage.

REQUESTS

- Footage can only be requested by owners, their agents, police or other statutory authority
- Tenants require their managing agent or lot owner to make the request
- Requests must be in writing on the above form
- Footage will only be downloaded – it will be up to the requester to search through footage unless the owners corporation deem it necessary to review the footage
- The download period is limited to 12 hours maximum.
- Requests for footage more than 12 hours may only be provided if requested by police or other authority
- There is no charge for downloads of time periods of 12 hours or less. The owners corporation will cover the cost of labour, storage devices, postage and administration
- Requests for downloads of more than 12 hour period will be considered in exceptional circumstances, however the owners corporation reserves the right to charge an appropriate fee for these requests
- Requesters must agree:
 - to only use footage for their stated purpose
 - that any unrelated footage must be deleted or destroyed
 - footage must not be shared with any third party (except police and other authorities), or broadcasted or published (except by police or other authority) without approval from the owners corporation
 - All footage remains the property of the owners corporation
- Footage will only be released to the police or other authority. Release to an owner/tenant is at the discretion of the Committee.

SECURITY AND DISPOSAL

- The storage device must be kept secure and the footage deleted when is no longer required or if no useful footage is captured.