

This form can be used to enquire about CCTV footage of a particular incident in which either you, or your property, was involved. If you need help completing this form, contact the Information Officer at email: [information@transport.nsw.gov.au](mailto:information@transport.nsw.gov.au)

Details	
Full name:	
Contact No.:	Email:
Date and time of incident: <i>Specific information is required to assist us in identifying relevant CCTV footage which is held</i>	
<input type="checkbox"/> AM <input type="checkbox"/> PM	
Location of the incident: <i>Eg: train station, platform number, carriage number, bus registration number or service number, street location/s, car park details levels</i>	
Camera number: <i>Camera numbers are visible under each camera</i>	
Details of the incident: <i>Provide precise details of the incident (background information is not required)</i>	
Description: <i>Describe the person (clothing, hair colour, gender), or object (make/model of car, size and shape of object)</i>	
Incident previously reported: <i>Provide the NSW Police reference number or Train Station Report Number (if applicable)</i>	
Other identifying information:	

**\*\*\*Please be specific\*\*\*** Requests for an extensive timeframe of CCTV footage are unlikely to be successful.

**Please note:** Except where a particular incident has been identified most footage is retained for one to two weeks only.

We will contact you after we have received notification of whether the CCTV footage is held by the agency.

If the CCTV footage is located, you may be able to request access to it after making an access application under the GIPA Act. Additional information about access applications is available on the TfNSW website:

<https://www.transport.nsw.gov.au/about-us/access-to-information>

Please note access to CCTV footage is generally granted as **“Viewing Only”**.

If you require a copy of the CCTV footage for legal proceedings, a subpoena will be required.

## Privacy notice

Transport for NSW and the Transport agencies are subject to the *Privacy and Personal Information Protection Act 1998* in respect of your personal information. Your personal information is being collected to process your application for information under the *Government Information (Public Access) Act 2009*. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Transport for NSW and the Transport agencies may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by Transport for NSW at 7 Harvest St, Macquarie Park NSW 2113, which is where all applications are initially received. If your application is for information held by one of the Transport agencies, it will also be held by the relevant agency at: • NSW Trains at 470 Pitt Street, Sydney NSW • Sydney Trains at Level 21, 477 Pitt Street, Sydney, NSW • State Transit Authority at Level 4, 15 Bourke Road, Mascot, NSW • Sydney Metro at Level 43, 680 George Street, Sydney NSW 2000 • Point to Point at 241 O'Riordan Street, Mascot NSW 2020. Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so please email [privacy@transport.nsw.gov.au](mailto:privacy@transport.nsw.gov.au) and we will provide you with the details of the relevant agency privacy officer.