



CCTV Footage Approval Form

Based on Investigation Report, I requested CCTV data for the incident as in the report.

Day and Date of complaint			
Day and Date of incident			
Time of incident	From:		To:
Area of Incident (one only in details), For example: 1. Floor 1 / 2 / 3 2. Close to which area 3. Which part of the area			

Disclaimer

CCTV records 14 days only. You should therefore submit your request within 7 days of the recording to allow sufficient time for the request to be received and processed before the footage is deleted. Additionally, the request for CCTV will not be successful in which:

1. You do not provide enough details, or the timeframe is too broad.
2. The camera was pointing in a different direction or not recording.

Relevant parties, the student and/or parents are responsible to check the requested CCTV footage.

Declaration

I certify that the information given on this form is true. I understand that I may not be entitled to reveal the details concerning another person, either directly or indirectly. I also understand that ACS Jakarta may need to ask for more information about me in order to confirm my identity and respond to my request. I shall not disclose the information in this CCTV recording outside the relevant person at ACS Jakarta, used or disclosed in whole or in part for any purpose other than to evaluate the CCTV recording, I do not have the right to duplicate, use or disclose the information to the extent provided by this CCTV recording. ACS Jakarta retains ownership of this CCTV recording.

Requested by: _____

Approved by Dean/KS/OD:

Date:
