



# BRISBANE AIRPORT CORPORATION

## REQUEST FOR INFORMATION (RFI)

SELECT RECORD TYPE		PRIVACY COLLECTION NOTICE
<input type="checkbox"/> CCTV Record	Email to: <a href="mailto:CCTV.Requests@bne.com.au">CCTV.Requests@bne.com.au</a>	Personal information collected on this RFI is used to process the request in accordance with the RFI Conditions and Brisbane Airport Corporation's Privacy Policy.
<input type="checkbox"/> Other Record	Email to: <a href="mailto:Risk.Compliance@bne.com.au">Risk.Compliance@bne.com.au</a>	
Date:		<input type="checkbox"/> Urgent (Reason must be provided)
SECTION 1 – APPLICANT DETAILS		
Organisation:		
Address:		
Name & Position:		
Agency or Department: (if applicable)		
Agency or Department Reference: (Enforcement Body must provide AFP Ref., QPrime or ALEIN ID no.)		
Phone:		Email:
Do you have authority to request information on behalf of your Organisation? (mandatory except for individual requesting access to personal information)		<input type="checkbox"/> Yes
I am the authorised signatory on the application (required for requests for access to personal information)		<input type="checkbox"/> No <input type="checkbox"/> Yes
Proof of identification submitted with RFI (Photo ID must be provided)		<input type="checkbox"/> Yes
Proof of Photo Identification (Type)	<input type="checkbox"/> QPS/AFP ID.: _____ <input type="checkbox"/> ASIC ID.: _____	<input type="checkbox"/> Drivers Licence: _____ <input type="checkbox"/> Other ID: _____
Basis for access request (Applicant select one)		
<input type="checkbox"/>	Disclosure/access authorised or required by law (e.g. warrant, subpoena or court order) <b>Note:</b> evidence of authorisation must be attached.	
<input type="checkbox"/>	Lessening or preventing a serious threat to the life, health or safety of an individual, or to public health or safety.	
<input type="checkbox"/>	BAC incident investigation. <b>Note:</b> REFER RFI SECTION 2 & PRIVACY POLICY.	
<input type="checkbox"/>	Enforcement Body requires information for an Enforcement Related Activity <b>Note:</b> REFER TO RFI CONDITION 17.	
<input type="checkbox"/>	Individual or authorised representative (e.g. individual's lawyer/power of attorney) requests access to their personal information. <b>NOTE:</b> REFER TO RFI CONDITION 9.	



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### SECTION 2 – INFORMATION REQUESTED

THE BELOW DETAILS ARE REQUIRED TO PROCESS YOUR REQUEST

<b>Date(s):</b>	
<b>Time(s):</b>	
<b>Description of events:</b>	
<b>Intended use of information or legislative basis for request:</b>  <b>NOTE:</b> INTENDED USE MUST BE CONSISTENT WITH BAC'S PRIVACY POLICY OR OTHERWISE PERMITTED UNDER THE PRIVACY ACT.  IF LEGISLATIVE BASIS FOR REQUEST, YOU MUST PROVIDE EVIDENCE.	

### SECTION 3 - PREFERRED METHOD OF ACCESS TO INFORMATION

METHOD OF ACCESS IS SUBJECT TO RFI CONDITIONS

<input type="checkbox"/>	<b>Copy of information provided in PDF format by email</b>
<input type="checkbox"/>	<b>Hard copy.</b> <b>NOTE:</b> CCTV Record provided with authorised documentation <b>ONLY</b> (e.g. warrant, subpoena, court order as required)
<input type="checkbox"/>	<b>View at BAC's premises.</b> <b>NOTE:</b> BY APPOINTMENT <b>ONLY</b>

### SECTION 4 - APPLICANT SIGNATURE

I acknowledge that this request for information is subject to the RFI Conditions in Section 5 of this form and agree to use the information in accordance with those conditions.

<b>Signature:</b>	
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### SECTION 5 - RFI CONDITIONS

A request for access to information held by Brisbane Airport Corporation (**BAC**) (a **Record**) is considered subject to the following conditions:

1. All requests for access to a Record must be made in writing and signed by the person requesting the information or that person's representative. If, from time to time, BAC nominates a particular form of request (such as this RFI form), then that form of request must be used.
2. BAC will consider requests for access to a Record within a reasonable time, subject to its operational requirements and, unless required by law, has no obligation to meet any timeframe.
3. All Records are the property of BAC and BAC deals with them as it sees fit. Unless required by law to retain a Record, BAC may destroy, de-identify or not retain a Record in its sole discretion.
4. Unless required by law, BAC is not obligated to provide any person with access to a Record.



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5. Any decision made by BAC to provide, or not provide, access to a Record is made in BAC's sole and absolute discretion. Factors BAC may take into account when considering whether to grant access to a Record include, without limitation:
  - (a) whether BAC is in possession of the Record requested and is able to locate it;
  - (b) BAC's primary purpose for collecting the Record requested (see BAC's Privacy Policy) and whether providing access is related to and otherwise consistent with that primary purpose;
  - (c) whether or not the information requested can be provided without access to the Record;
  - (d) whether or not personal information about unrelated individuals will also be disclosed with the Record;
  - (e) whether or not providing access will jeopardise any ongoing investigations by BAC or investigations or prosecutions by a government authority or an Enforcement Body;
  - (f) whether or not providing access will prejudice or jeopardise BAC's interests or position in any current or potential court proceedings or contractual negotiations;
  - (g) whether or not providing access is consistent with BAC's Privacy Policy or other BAC policies or procedures; and
  - (h) any other relevant information known or available to BAC when assessing the request.
6. In considering whether to grant access to a Record, BAC may consult with any stakeholder it considers necessary or desirable to consult with in relation to the request.
7. In considering whether to grant access to a Record, BAC may request additional information be provided by the Applicant.
8. BAC reserves the right to deny any request under this form if BAC deems it to be frivolous and vexacious.
9. A request by an individual to access a Record that is the individual's personal information will be dealt with in accordance with the Privacy Act (specifically APP 12) and BAC's Privacy Policy.
10. If access to a Record is granted by BAC, that Record must only be used for the purpose stated by BAC as the purpose for which access is granted.
11. BAC may provide access to a Record subject to conditions.
12. Except where access to a Record is provided to the individual the subject of the Record, when BAC grants access to a Record that access is provided to the Applicant on a confidential basis and the Applicant must keep that Record confidential and secure from unauthorised access of any kind.
13. Unless required by law, the Applicant must not, without BAC's prior written consent, disclose a Record to any third party nor make any copy (in any form) of that Record.
14. The Applicant will be liable for and will indemnify BAC against any liability, loss, damage, claim, suit, action, demand or proceeding of any nature that arises in connection with this RFI (**Liability**) to the extent that Liability is caused or contributed to by any breach of these RFI Conditions by the Applicant or the Applicant's representative or any intentional or negligent act or omission of the Applicant or the Applicant's representative.
15. Personal information provided to support a request is used to process the request in accordance with these RFI Conditions and is otherwise dealt with in accordance with BAC's Privacy Policy.
16. BAC may, at any time, charge a fee for dealing with requests to access a Record.
17. In these RFI Conditions:

**APP** means an Australian Privacy Principle made under the Privacy Act.

**Enforcement Body** means the Australian Federal Police (**AFP**), the Queensland Police Service (**QPS**), the Australian Customs and Border Protection Service, the Australian Department of Immigration and any other entity defined as an 'enforcement body' under the Privacy Act.

**Enforcement Related Activity** has the meaning given to it under the Privacy Act including:

  - (a) the detection, investigation, prosecution, punishment or prevention of a criminal offence or breach of law;
  - (b) the conduct of surveillance activities, intelligence gathering activities or monitoring activities;
  - (c) the conduct of protective or custodial activities;
  - (d) the prevention, detection investigation or remedying of misconduct or a serious nature or other conduct prescribed by regulations; and
  - (e) the preparation or conduct of legal proceedings or to implement the orders of a court or tribunal.

**Privacy Act** means the *Privacy Act 1988* (Cth).

**Privacy Policy** means BAC's privacy policy (as updated from time to time) which is available on its website at: <http://www.bne.com.au/privacy-policy>.