

# Territory Privacy Principles

## A summary for ACT public sector agencies



Australian Government  
Office of the  
Australian Information Commissioner

### TPP 1 — Manage personal information in an open and transparent way

Ensures that agencies manage personal information in an open and transparent way. This includes having a clearly expressed and up-to-date privacy policy in place.

### TPP 2 — Anonymity and pseudonymity

Requires agencies to give individuals the option of not identifying themselves, or of using a pseudonym, when dealing with the entity in relation to a particular matter. Limited exceptions apply where this is impracticable, or an Australian law or court/tribunal order requires or authorises the agency to deal with individuals who have identified themselves.

### TPP 3 — Collection of solicited personal information

Outlines when an agency can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

### TPP 4 — Dealing with unsolicited personal information

Outlines how agencies must deal with unsolicited personal information. Different requirements apply depending on whether or not the entity could have collected the information under TPP 3 and if the information is contained in a Territory record.

### TPP 5 — Notification of collection

Outlines when and in what circumstances an agency that collects personal information must notify an individual of certain matters.

### TPP 6 — Use or disclosure

Outlines the circumstances in which an agency may use or disclose personal information that it holds. Unless an exception applies, an agency can only use or disclose personal information for the primary purpose for which it was collected.

### TPP 8 — Cross-border disclosure

Outlines the steps an agency must take to protect personal information before it is disclosed overseas.

### TPP 10 — Quality

An agency must take reasonable steps to ensure the personal information it collects is accurate, up-to-date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

### TPP 11 — Security

An agency must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An agency has obligations to destroy or de-identify personal information in certain circumstances.

### TPP 12 — Access

Outlines an agency's obligations when an individual requests to be given access to personal information held about them by the agency. This includes a requirement to provide access unless a specific exception applies.

### TPP 13 — Correction

Outlines an agency's obligations in relation to correcting the personal information it holds about individuals.

For ACT public sector agencies covered  
by the *Information Privacy Act 2014*.

[www.oaic.gov.au](http://www.oaic.gov.au)

**Note:** The TPPs are similar to the Australian Privacy Principles (APPs) in Schedule 1 of the [Privacy Act 1988 \(Cth\)](#) that apply to most Australian Government (and Norfolk Island Government) agencies and some private sector organisations. Any APPs not relevant to the handling of personal information by ACT public sector agencies have not been included, and this is reflected in the numbering.