Follow these tips to help you comply with the Australian Privacy Principles when handling customers’ personal information.

- Familiarise yourself with internal privacy policies, processes and procedures
- Know who is responsible for privacy
- Consider privacy during project planning
- Only collect the personal information you need
- Use and disclosure — think about it!
- Overseas disclosure — prepare for it!
- Take care when handling sensitive information
- Access personal information on a need-to-know basis
- Keep personal information secure
- Familiarise yourself with your data breach response plan

Don’t leave privacy to chance

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