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. www.oaic.gov.au