



AUSTRALIAN PRIVACY PRINCIPLES

THE PRIVACY INFORMATION LIFECYCLE

1

OPEN AND TRANSPARENT MANAGEMENT OF INFORMATION

- Must implement practices, procedures and systems of compliance
- Must have a Privacy Policy containing certain information
- Privacy Policy must be available free of charge (i.e. website)

2

ANONYMITY AND PSEUDONYMITY

- Must give individuals options to use a pseudonym or not identify themselves
- Limited exceptions apply (i.e. impractical or required/authorised by law)

3

COLLECTION OF SOLICITED PERSONAL INFORMATION

- Generally collect only if reasonably necessary for functions of your organisation
- Collect by lawful/fair means and generally only from the individual him/herself
- Consent is required to collect sensitive information

4

DEALING WITH UNSOLICITED PERSONAL INFORMATION

- First determine whether unsolicited information could have been collected by your organisation if it was solicited
- If not, reasonably and lawfully destroy or de-identify unsolicited personal information

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NOTIFICATION OF THE COLLECTION OF PERSONAL INFORMATION

- When collecting personal information, must notify individuals and make them aware of matters in APP 5.2 (i.e. do this in your Terms & Conditions)
- Should notify before or at the time of collection

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USE OR DISCLOSURE OF PERSONAL INFORMATION

- Generally cannot use or disclose personal information collected for any other purpose than what it was collected for
- Unless consent is provided, related to primary purpose or range of other exceptions

Part 1
Management

Part 2
Collection

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DIRECT MARKETING

- Generally cannot use or disclose personal information of individuals for direct marketing
- Unless reasonably expected, simple opt-out provided and/or consent provided

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CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION

- Before cross-border disclosure, must ensure that any overseas recipient of personal information does not breach these Australian Privacy Principles
- Breaches by overseas entity can be deemed breaches by your organisation

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ADOPTIONS, USE OR DISCLOSURE OF GOVERNMENT RELATED IDENTIFIERS

- Generally must not adopt a government related identifier of an individual unless authorised or required
- Generally must not use or disclose the same unless reasonably necessary

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QUALITY OF PERSONAL INFORMATION

- Personal information collected, used or disclosed must be accurate, up-to-date, complete and relevant
- Have regard to the purpose of that personal information

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SECURITY OF PERSONAL INFORMATION

- Must protect personal information from misuse, interference, loss unauthorised access, modification or disclosure
- Must destroy or de-identify personal information that is no longer required

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ACCESS TO PERSONAL INFORMATION

- On request, must give individuals access to their personal information that your organisation holds (within reasonable period after request made)
- Wide range of exceptions (frivolous request, threat to safety, etc.)

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CORRECTION OF PERSONAL INFORMATION

- Must correct personal information that is inaccurate, out-of-date, incomplete, irrelevant or misleading or on request of individual
- Refusals to correct personal information must be dealt with in certain way

Part 3
Use

Part 4
Integrity

Part 5
Access