

# PRIVACY BY DESIGN



FACT SHEET

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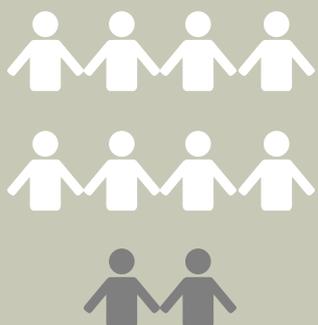


*"Australians are increasingly concerned about the privacy risks that have evolved in tandem with new technology and new ways of connecting socially."  
Timothy Pilgrim PSM Australian Information and Privacy Commissioner.*

## STARTLING FACTS

*Australian Community  
Attitudes to Privacy  
Survey 2017*

Over a quarter of Australians claimed to have experienced a problem with the way their personal information has been handled in the last 12 months.



### EIGHT IN TEN

79% of Australians are uncomfortable with businesses sharing their personal information with other businesses.

## What are the Australian Privacy Principles?

The Australian Privacy Principles (APPs), outline how most Australian and Norfolk Island Government agencies, all private sector and not-for-profit organisations with an annual turnover of more than \$3 million, all private health service providers and some small businesses (collectively called 'APP entities') must handle, use and manage personal information.





## Privacy by Design. Even when you don't have to...

Rather than wondering if you are an APP entity, if your organisation collects and stores private information, and you want to ensure and be seen to manage private information ethically, you should implement practices, procedures and systems that ensure your compliance with APPs.

The Office of the Australian Information Commissioner (OAIC) refers to this as 'Privacy by Design'.

This is a pro-active approach to managing private information, even when you've had no issues related to privacy in your organisation. It doesn't have to be onerous – just enable transparency and confidence that private information you hold is treated with care.



## 10 STEPS TO CREATING

# PRIVACY BY DESIGN

<b>1. Review</b>	Review your information to identify the private information you hold.	<b>6. Identify &amp; Inform</b>	Identify and inform if you hold information overseas e.g. location of Cloud storage.
<b>2. Develop</b>	Develop a Privacy Framework - Policies and Processes as to how you collect, store and manage private information, including how you respond to privacy breaches.	<b>7. Limit</b>	Limit access to private information on a 'need to know' basis.
<b>3. Assign</b>	Assign responsibility for overseeing Privacy in your organisation.	<b>8. Secure</b>	Ensure you have methods in place to ensure the security of private information.
<b>4. Ensure</b>	Ensure you only collect private information you actually need.	<b>9. Undertake</b>	Undertake Privacy Impact Assessments each time you change what you collect, how you collect, where you store and how you manage private information.
<b>5. Document</b>	Document how you use and disclose private information.	<b>10. Educate</b>	Educate your people.