

PRIVACY AWARENESS WEEK

PRIVACY: FROM PRINCIPLES TO PRACTICE! NEED HELP?

WHAT DO YOU DO WHEN:

- You make a MISTAKE and breach someone's privacy at work ...
- You think there has been a privacy BREACH involving your agency or work unit ...
- You are designing a NEW PROJECT that involves collecting or sharing personal information ...

Contact your Privacy Officer Your Privacy contact:

Officer:

Phone:

Your FOI contact:

Officer:

Phone:

HINTS AND TIPS

- BE IMAGINATIVE – DON'T GET STUCK IN A PASSWORD RUT ...
- SAVING PASSWORDS ON YOUR MOBILE DEVICE IS UNWISE – IT'S TOO EASY TO LOSE!
- TRUST THAT SOURCE? BE AWARE OF PHISHING SCAMS.
- NEED TO DISCUSS THAT CASE? – CHECK WHO MAY BE LISTENING



Information Privacy Principles (IPPs)

The IPPs state:

- Only collect the personal information you need
- Tell your client why the information is needed and how it will be used
- Only use personal information for the purpose it was collected or as permitted by law. If you are unsure, ask to your Privacy Officer or Supervisor
- Keep personal records accurate and secure
- Checkout the IPPs in full at <https://infocom.nt.gov.au/resources/guidelines>