# Know your privacy principles

The *Privacy and Data Protection Act 2014* has 10 privacy principles for handling personal information.

## The privacy wheel

* only collect what you really need
* use and disclose information for the purpose you got it
* ensure the information is accurate
* keep it secure
* be open about what we do with personal information. Tell people about our privacy policy
* let the person see it and correct it if it’s wrong
* only create ‘unique identifiers’ when allowed
* let people be anonymous whenever possible
* take care when sending information outside Victoria
* sensitive information such as ethnic background or criminal record is protected. Check the rules first.
* Contact Internal Legal Services with any questions.

## Contact Internal Legal Services with any questions

### Internal Legal Services, Victoria Legal Aid

Email: [privacy@vla.vic.gov.au](mailto:privacy@vla.vic.gov.au)

Phone: (03) 9280 3789

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