

know your

PRIVACY PRINCIPLES

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

the PRIVACY WHEEL

Contact Internal Legal Services
with any questions.

1. Only collect what
you really **need**.

2. Use and disclose
information for the
purpose you got it.

3. Ensure the
information
is **accurate**.

4. Keep it **secure**.

5. Be **open** about
what we do with
personal information.
Tell people about
our privacy policy.

6. Let the person
see it and correct it
if it's **wrong**.

7. Only create
"unique identifiers"
when allowed.

8. Let people be
anonymous
whenever possible.

9. Take care when
sending information
outside Victoria.

10. **Sensitive
information** –
e.g. ethnic background
or criminal record –
is protected. Check
the rules first.

Internal Legal Services Email: privacy@vla.vic.gov.au Phone: 9280 3789

Adaptation of "Take the time to know your privacy principles" by the New Zealand Privacy Commissioner, under creativecommons.org/licenses/by/3.0/nz. Produced by Victoria Legal Aid.

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