

## **Information Privacy Principles** (Privacy Act, 2000 Victoria)

[www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)

Ten Information Privacy Principles are the practical core of the Information Privacy Act. This is a short summary:

### **INFORMATION PRIVACY PRINCIPLE 1 Collection**

Collect only personal information that is necessary for performance of functions. Advise individuals that they can gain access to personal information.

### **INFORMATION PRIVACY PRINCIPLE 2 Use and disclosure**

Use and disclose personal information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect. Use for secondary purposes should have the consent of the person.

### **INFORMATION PRIVACY PRINCIPLE 3 Data quality**

Make sure personal information is accurate, complete and up to date.

### **INFORMATION PRIVACY PRINCIPLE 4 Data security**

Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

### **INFORMATION PRIVACY PRINCIPLE 5 Openness**

Document clear policies on management of personal information and provide the policies to anyone who asks.

### **INFORMATION PRIVACY PRINCIPLE 6 Access and correction**

Individuals have a right to seek access to their personal information and make corrections. Access and correction will be handled mostly under the Victorian *Freedom of Information Act*.

### **INFORMATION PRIVACY PRINCIPLE 7 Unique identifiers**

A unique identifier is usually a number assigned to an individual in order to identify them for the purposes of an organisation's operations. Tax File Numbers/ Driver's License Numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. This principle limits the use & sharing of unique identifiers.

### **INFORMATION PRIVACY PRINCIPLE 8 Anonymity**

Give individuals the option of not identifying themselves when entering transactions with organisations, if that would be lawful and feasible.

### **INFORMATION PRIVACY PRINCIPLE 9 Transborder data flows**

Basically, if your personal information travels, your privacy protection should travel with it. Transfer of personal information outside Victoria is restricted. Personal information may be transferred only if the recipient protects privacy under standards similar to Victoria's Information Privacy Laws.

**INFORMATION PRIVACY PRINCIPLE 10****Sensitive information**

The law restricts collection of sensitive information like an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record.