**Privacy Awareness Week 2016**

This year's Privacy Awareness Week (PAW) theme, *Privacy in your hands*, reinforces the message that organisations, agencies and individuals must be vigilant in maintaining a good understanding of their rights and responsibilities for the handling of personal information.

To demonstrate our commitment, [company/organisation] will [insert activities you will partake in to promote PAW] in support of 2016 PAW.

You can find out more about how we protect your privacy by reading our privacy policy, which is available on our website [insert relevant web address for the privacy policy]. Our policy addresses the following issues: [eg. the types of personal information we collect, use or disclose, if sensitive personal information is collected, if your personal information will be used for direct marketing or disclosed overseas, how you can access and correct your personal information and how you can make a privacy complaint to us].

Of course, we are not the only company [or agency] that collects your personal information. Here are some tips from the [Office of the Australian Information Commissioner](https://www.oaic.gov.au/) to help you protect your own personal information:

* Know your privacy rights
* Read privacy policies and notices
* Always ask why, how and who — this will help you to know how your personal information is going to be used
* Check your credit report
* Protect yourself online
* Be aware of your mobile security
* Use security software
* Be careful what you share on social media
* Don't leave your personal information lying around — make sure your records are properly destroyed
* Beware of scams.

More information on your privacy rights is available at [www.oaic.gov.au/paw](http://www.oaic.gov.au/paw). You can also join the conversation by following #2016PAW on Twitter.

[Sign off]