TEN TIPS TO PROTECT YOUR PRIVACY

Your privacy is valuable and worth protecting. The *Privacy Act 1988* protects your personal information, however, there are steps you can take to protect your privacy. Personal information is information or an opinion that identifies you, or could identify you. Some examples are your name, address, telephone number, date of birth, medical records, bank account details and opinions.
These ten tips will help you protect your personal information, and your privacy.

Tip: Familiarise yourself with the Australian Privacy Principles so that you can exercise your rights.

– 1 –

KNOW YOUR RIGHTS

– 2 –

READ PRIVACY POLICIES AND COLLECTION NOTICES

Tip: If you don't understand a privacy policy or notice, ask for an explanation.

Tip: Don't give out your personal information unless you are comfortable with how it is going to be used.

– 3 –

ALWAYS ASK WHY, HOW AND WHO

– 4 –

CHECK YOUR CREDIT REPORT

Tip: Make sure your credit information is correct and up-to-date.

Tip: Use strong passwords and don't use the same ones across different accounts.

– 5 –

PROTECT YOURSELF ONLINE

– 6 –

BE AWARE OF YOUR MOBILE SECURITY

Tip: Treat your phone like your wallet, and keep it secured at all times.
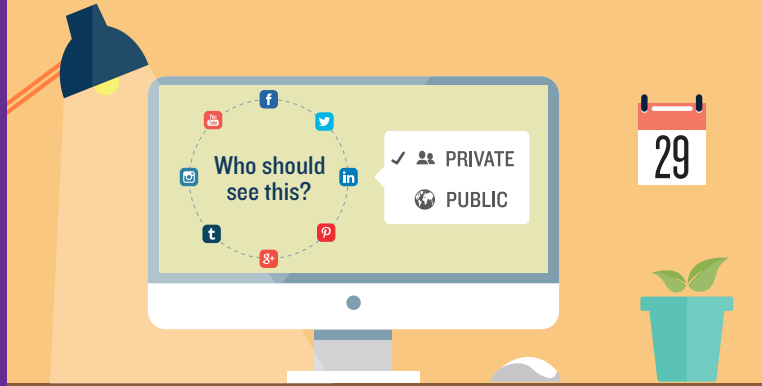
Tip: Keep your online security tools up-to-date.

– 7 –

USE SECURITY SOFTWARE

– 8 –

BE CAREFUL WHAT YOU SHARE ON SOCIAL MEDIA

Tip: Use your social media privacy settings to control the amount and type of information you want to share.

Tip: Securely dispose of hard copy and electronic records.

– 9 –

DON'T LEAVE YOUR PERSONAL INFORMATION LYING AROUND

– 10 –

BEWARE OF SCAMS

Tip: If it looks too good to be true, don't share your personal information!

Australian Government
Office of the Australian Information Commissioner

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