

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.



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**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!

