



# Protect your customers' personal information

Follow these tips to help you comply with the Australian Privacy Principles when handling customers' personal information.



Familiarise yourself with internal privacy policies, processes and procedures



Overseas disclosure – prepare for it!



Know who is responsible for privacy



Take care when handling sensitive information



Consider privacy during project planning



Access personal information on a need-to-know basis



Only collect the personal information you need



Keep personal information secure



Use and disclosure – think about it!



Familiarise yourself with your data breach response plan



Australian Government

Office of the Australian Information Commissioner

Don't leave privacy to chance  
[www.oaic.gov.au](http://www.oaic.gov.au)