Privacy 101 for individuals

Your privacy is important, and you have a critical role in protecting it. That's why we have put together 10 tips to keep your personal information safe. Will you be our next privacy champion?

Value your information

Personal information is valuable, and not just to the person it belongs to. Treat it like the asset it is. Don't share it without good reason, and only share what's necessary.
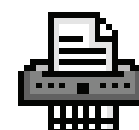
Update privacy settings

Always check what you are saying 'yes' to. Many websites, apps and devices share your personal information by default. Are you sharing any information that you'd rather keep private?

Social media caution

Social media posts and status updates, polls and quizzes, photos and videos can all reveal a lot about you. Share with care, and consider making your social media accounts private.

Check it's the real deal

Make sure you trust who you share your information with. Check that the organisation or person is who they say they are, and has a good reputation. If in doubt, say 'no'.

Protect your accounts

Use strong passphrases (made up of 4 or more random words) to protect your accounts – not passwords. And if multifactor authentication is given as an option for a system or app you are on, use it.

Tidy up

We have information about ourselves around us all the time. If some of that information ends up where it's not meant to, it can be used for identity theft or other purposes. Don't be careless with your old data, be it on paper, or on old devices or accounts. Tidy up!

Read privacy policies

If you're sharing your information, it's important to be clear on how it will be used. Check that the privacy practices of the organisations that you deal with are up to scratch.

Protect your devices

Make the most of security updates for your devices and apps by installing them promptly when they are rolled out. And be prepared by setting up and performing regular backups – just in case.

Act quickly if things go wrong

Sometimes things go wrong. If your privacy is breached, act quickly to reduce your risk of harm. Steps you can take include changing your passphrases, watching out for scams, checking your credit report, and checking your financial accounts for suspicious activity.

Talk about privacy

Protecting privacy is important at all ages, but it's not necessarily something people talk about. Make a point of talking about privacy with your friends and family, and especially children. You may also be able to help others you know – and even pick up a tip or two!

Did you know?

Privacy is a fundamental human right. In Australia, the Privacy Act 1988 has strict rules about how organisations and government agencies must handle your personal information. If you think an organisation or agency covered by the Privacy Act has mishandled your personal information, you can lodge a complaint with the Office of the Australian Information Commissioner.