

# PRIVACY 101

## BACK TO BASICS

Privacy is central to the work of the  
Australian public service.

That's why we have put together 10 tips for  
government departments and agencies to apply  
to keep personal information safe.

### 10 PRIVACY TIPS



Know your  
obligations



Update your  
privacy plan



Champion  
privacy



Assess privacy  
risks



Privacy by  
design



Secure personal  
information



Simplify your  
privacy policy



Train your  
staff



Prepare for  
data breaches



Review your  
practices

