Sources of Information

Australian Privacy Principles (APP)
Available at: http://www.parra.catholic.edu.au/policy-central

APPs are requirements about:
- the open and transparent management of personal information
- limiting the collection of personal information
- providing notice to individuals about the potential collection, use and disclosure of personal information
- using or disclosing personal information
- keeping personal information accurate, complete and up-to-date, including correcting information that is out-of-date, incomplete, irrelevant or misleading
- keeping personal information secure
- providing access to personal information

Openness

APP 1 Open and transparent management
An entity must implement practices, procedures and systems that ensure compliance with the APPs and enable handling of inquiries or complaints about compliance.

An entity must have a privacy policy. The privacy policy must contain specific information such as a privacy policy that informs about how the entity handles and protects personal information and its access, correction and complaint procedures. The policy must be available free of charge (eg website).

Collecting information

APP 2 Anonymity and pseudonymity
Individuals should be able to deal with an entity anonymously or by using a pseudonym, wherever practicable and lawful.

APP 3 Collection of solicited information
Information must only be collected if it relates to the entity’s functions or activities.

Consent is usually required when collecting sensitive information.

APP 4 Dealing with unsolicited information
If an entity receives unsolicited information it must assess if it could have collected it under APP 3 and, if not, destroy or de-identify it.

APP 5 Collection nOtices
Collection notice must be provided when information is collected. It must contain specified information.

Storage and maintenance

APP 10 Data quality
Keep information accurate, up to date, complete and relevant.

APP 11 Data security
Protect information from misuse, interference, loss and unauthorised handling.

Use or disclosure of information

APP 6 Use and Disclosure
Sets out how information may be used and disclosed.

APP 7 Direct Marketing
Sets out when information may be used or disclosed for direct marketing and requirements to include opt out mechanisms.

APP 9 Identifiers
Places restrictions on the use of Commonwealth government identifiers.

APP 8 Cross-border disclosure
Regulates overseas transfer of personal information.