

## Data Privacy Awareness

8 TIPS TO PROTECT YOU AND YOUR DATA





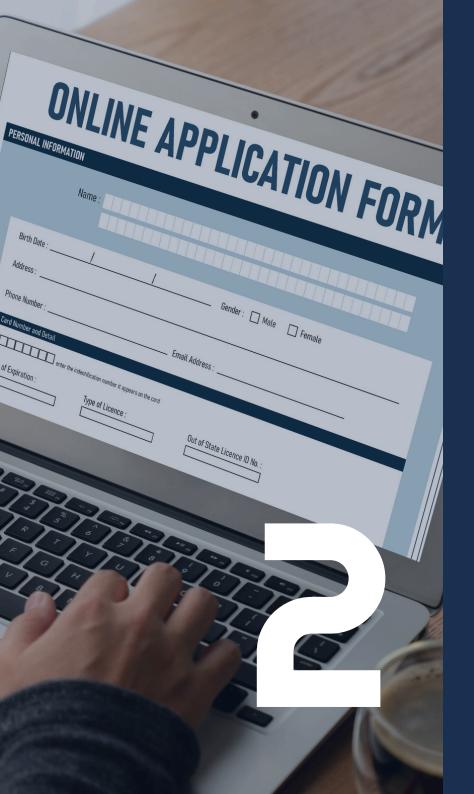




### UNDERSTAND PRIVACY LAWS

- Familiarise yourself with federal privacy laws like the Privacy Act 1988 Australia, Australian Privacy Principles (APPs), and New Zealand Privacy Act 2020
- Check your state-specific privacy legislation for additional guidelines







# PROTECT YOUR PERSONAL INFORMATION

- Only share personal details (e.g., name, address, ID) when necessary.
- Verify the legitimacy of organisations before providing data.



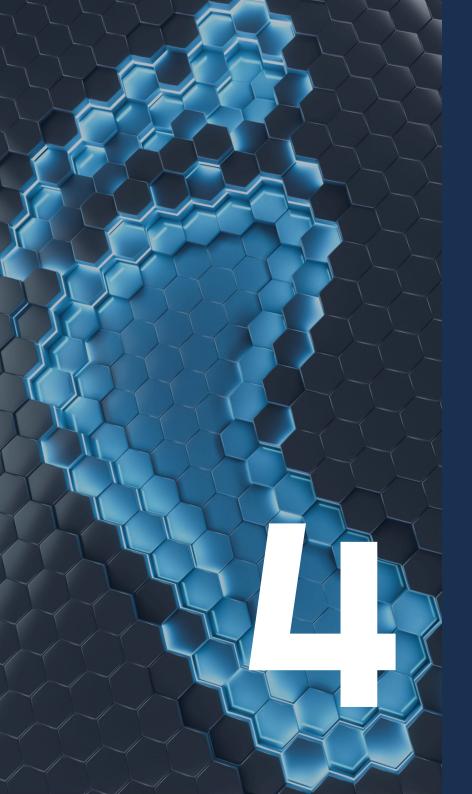




### PRACTICE SECURE ONLINE HABITS

- Use strong, unique passwords for all accounts.
- Enable multi-factor authentication (MFA) on sensitive accounts.
- Regularly review and update privacy settings on social media and apps.



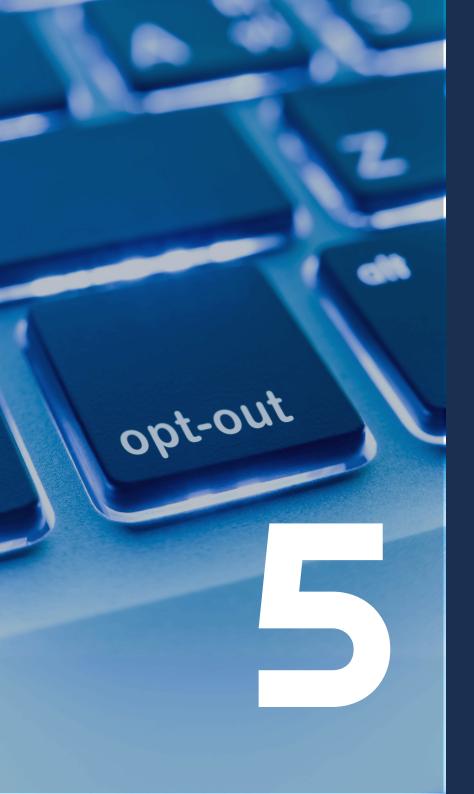




### BE AWARE OF YOUR DIGITAL FOOTPRINT

- Limit the amount of personal information you post online.
- Use secure, encrypted platforms for sensitive communications.







#### **MANAGE DATA ACCESS**

- Check privacy policies before agreeing to terms and conditions.
- Opt out of data collection or sharing whenever possible.
- Regularly audit who has access to your information.







### SECURE DEVICES AND NETWORKS

- Install updates for software, apps, and devices promptly.
- Use a virtual private network (VPN) on public Wi-Fi.
- Ensure your home network has a strong password and encryption.







#### **KNOW YOUR RIGHTS**

- You have the right to access and correct your personal information under the Privacy Act.
- Contact the Office of the Australian
   Information Commissioner (OAIC) for federal complaints or resources or the Privacy
   Commissioner in New Zealand.







#### REPORT BREACHES

If you suspect a privacy breach, act quickly:

- Notify the organisation involved.
- Report serious breaches to the OAIC\* or Privacy Commissioner (NZ).
- Check state-based privacy regulators for localised support.



• Check whether The Privacy Act 1988 covers your organisation or agency



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