Phriendly Phishing

How to Write a **Privacy Policy** for Your Organisation

Understand the Australian Privacy Principles (APPs)

Familiarise yourself with the 13 Australian Privacy Principles, which provide a framework for managing personal information under the Privacy Act 1988. Your privacy policy should address how your organisation handles personal information in accordance with these principles.

Use clear and concise language

Ensure that your privacy policy is written in plain, easily understandable language. Avoid using jargon, legal terms, or complex phrasing that may confuse readers.

Be transparent about data collection

Clearly explain the types of personal information your organisation collects, as well as the reasons for collecting it. This should include any information collected directly from individuals, as well as data obtained from third parties or generated through the use of your services.

Address data disclosure

Explain whether your organisation discloses personal information to third parties and, if so, the types of third parties involved. Include details about any overseas recipients and the countries where they are located.

Describe security measures

Outline the steps your organisation takes to protect personal information from unauthorised access, disclosure, or misuse. This should include both technical and organisational measures, such as encryption, access controls, and staff training.
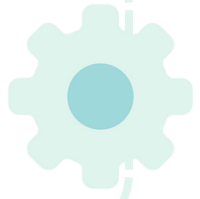
Specify retention and deletion policies

Clearly state how long your organisation retains personal information and the procedures in place for securely disposing of or de-identifying the data when it is no longer needed.

Update and review your privacy policy regularly

Regularly review and update your privacy policy to ensure it remains accurate and up-to-date with any changes in your data handling practices or relevant legislation.

Make your privacy policy easily accessible

Ensure that your privacy policy is prominently displayed on your website and readily available to individuals.

Consider providing a summary or layered format for easy navigation.

Creating a privacy policy is essential for businesses operating in Australia.

By following these tips, your organisation will be well-equipped to create a comprehensive and transparent privacy policy that builds trust with users and complies with Australian privacy regulations.