

# PRIVACY 101

## BACK TO BASICS

Protecting the privacy of people's personal information is fundamental.

That's why we have put together 10 tips for businesses and other organisations to apply to keep personal information safe.

### 10 PRIVACY TIPS



Know your obligations



Have a privacy plan



Appoint privacy champions



Assess privacy risks



Privacy by design



Secure personal information



Simplify your privacy policy



Train your staff



Prepare for data breaches



Review your practices

