

# 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

