

The 12 principles of the Privacy Act



Principle	Summary
Principle 1 - purpose for collection	Only collect information when you need it for a lawful purpose connected with your agency
Principle 2 - source of information	Whenever possible, get the information directly from the person concerned
Principle 3 - what to tell an individual	Tell the person what you are doing
Principle 4 - manner of collection	Do not use unfair or unreasonably intrusive means of collecting the information
Principle 5 - storage and security	Take care of the information once you have it
Principle 6 - access	The person can ask to see the information
Principle 7 - correction	The person can ask you to correct the information
Principle 8 - accuracy	Make sure that the information is accurate before you use it
Principle 9 - retention	Dispose of the information once you have finished with it
Principle 10 - use	Only use the information for the purpose for which it was obtained
Principle 11 - disclosure	Only disclose the information if this was the reason for which you obtained it
Principle 12 - unique identifiers	Only use unique identifiers in place of person's name where necessary