Australian Privacy Principles (APP)

Available at: http://www.parra.catholic.edu.au/policy-central

APPs are requirements about:

- the open and transparent management of personal information
- limiting the collection of personal information
- providing notice to individuals about the potential collection, use and disclosure of personal information
- using or disclosing personal information
- keeping personal information accurate, complete and up-to-date, including correcting information that is out-ofdate, incomplete, irrelevant or misleading
- keeping personal information secure
- providing access to personal information

APP 1 Open and transparent management

An entity must implement practices, procedures and systems that ensure compliance with the APPs and enable handling of inquiries or complaints about compliance.

An entity must have a privacy policy. The privacy policy must contain specific information such as a privacy policy that informs about how the entity handles and protects personal information and its access, correction and complaint procedures. The policy must be available free of charge (eg website)

Collecting information

APP 2

Anonymity and pseudonymity

Individuals should be able to deal with an entity anonymously or by using a pseudonym, wherever practicable and lawful.

APP 3 Collection of solicited information Information must only be collected if it relates to the

entity's functions or activities.

Consent is usually required when collecting sensitive information.

APP 4 Dealing with unsolicited information

If an entity receives unsolicited information it must assess if it could have collected it under APP 3 and, if not, destroy or deidentify it.

APP 5 Collection nOtices

Collection notice must be provided when information is collected. It must contain specified information.

Storage and maintenance

APP 10 Data quality

Keep information accurate, up to date, complete and relevant.

APP 11 Data security Protect information from

misuse, interference, loss and unauthorised handling.

Access

APPs 12 and 13 Access and correction

An individual generally has the right to access and correct information that an entity holds about them. Some exceptions apply.

Use or disclosure of information

APP 6 Use and Disclosure

Sets out how information may be used and

APP 7 Direct Marketing

Sets out when information may be used or disclosed for direct marketing and requirements to include opt out mechanisms.

APP 9 Identifiers

Places irestrictions on the use of Commonwealth government identifiers.

APP 8 Cross-border disclosure

Regulates overseas transfer of personal information.