

APPENDIX 1 - INFORMATION PROTECTION PRINCIPLES (IPPs)

The 12 Information Protection Principles (IPPs) are detailed in Sections 8 to 12 of the PPIP Act To support these principles, an agency must:

Collection		
Lawful	1	Only collect an individual's personal information for a lawful purpose. It must be needed for the agency's activities.
Direct	2	Collect the information from only the individual, unless exemptions apply.
Open	3	Tell the individual that the information is being collected, why and who will be using it and storing it. The individual must be told how to access it and make sure it's correct.
Relevant	4	Make sure that an individual's personal information is relevant, accurate, current and non-excessive.
Storage		
Secure	5	Store your personal information securely. It should not kept longer than needed, and disposed of properly.
Access and Accuracy		
Transparent	6	Provide you with details about the personal information they are storing, reasons why they are storing it and how you can access it if you wish to make sure it's correct.
Accessible	7	Allow you to access your personal information in a reasonable time frame and without being costly.
Correct	8	Allow you to update, correct or amend your personal information when needed.
Use		
Accurate	9	Make sure that your personal information is correct and relevant before using it.
Limited	10	Only use your personal information for the reason they collected it.
Disclosure		
Restricted	11	Only release your information if you consented. An agency, however, may also release your information if it's for a related reason and can be reasonably assumed that you would not object. Or your information is needed to deal with a serious and impending threat to someone's health and safety including your own.
Safeguarded	12	Not disclose your sensitive information without your consent. Such information includes: racial, ethnic information, political, religious and philosophical beliefs, sexual activity and trade union membership. Your information may only be released without consent to deal with a serious and impending threat to someone's health and safety.