

Privacy Compliance Checklist

This checklist is a guide to assist you to create an external privacy policy and privacy collection statement that complies with the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* (Cth). Requirements for a privacy policy are found in APP 1, while requirements for a privacy collection statement are found in APP 5.

Introduction	
The name and contact details for your organisation (<i>APP 5.2(a)</i>)	<input type="checkbox"/>
OPTIONAL: Include a statement of commitment to protecting personal information and to privacy compliance	<input type="checkbox"/>
Identify who is responsible for the policy – this may form part of the contact details	<input type="checkbox"/>
Collection	
Specify the kinds of personal information that are collected and held (<i>APP 1.4(a)</i>)	<input type="checkbox"/>
Ensure that the personal information is necessary for one or more business functions (<i>APP 3.2</i>)	<input type="checkbox"/>
Specify how personal information is collected and held (<i>APP 1.4(b)</i>)	<input type="checkbox"/>
If applicable, provide details about how you collect personal information about individuals from third parties (<i>APP 5.2(b)</i>)	<input type="checkbox"/>
If applicable, provide details about which types of personal information are required or authorised to be collected by a law or court order (<i>APP 5.2(c)</i>)	<input type="checkbox"/>
Ensure that the personal information is collected lawfully and fairly (<i>APP 3.5</i>)	<input type="checkbox"/>
Detail the purposes for which personal information is collected (<i>APP 1.4 (c) and 5.2(d)</i>)	<input type="checkbox"/>
Specify the main consequences (if any) for the individual if some or all of the personal information is not collected (<i>APP 5.2(e)</i>)	<input type="checkbox"/>

Use	
Specify how you will use the personal information you collect (<i>APP 1.4(c)</i>)	<input type="checkbox"/>
Disclosure	
Specify the circumstances in which personal information might be disclosed (<i>APP 1.4(c)</i>)	<input type="checkbox"/>
Identify the likely recipients of the personal information you are collecting (<i>APP 5.2(f)</i>)	<input type="checkbox"/>
Direct marketing	
If applicable, explain how the personal information you have collected could be used for direct marketing (<i>APP 1.4(c) and 5.2(d)</i>)	<input type="checkbox"/>
Specify the opt-out options that are available to individuals (<i>APP 7.2(c), 7.3(c) and 7.6(c)</i>)	<input type="checkbox"/>
If applicable, explain the circumstances whereby personal information could be disclosed to third parties (<i>APP 5.2(f)</i>)	<input type="checkbox"/>
OPTIONAL – Integrity of personal information	
Explain the process whereby you ensure that personal information you have collected is kept accurate, up-to-date and complete	<input type="checkbox"/>
OPTIONAL – Security	
Explain what steps you take to protect the personal information you store from misuse, interference, loss, unauthorised access, modification or disclosure	<input type="checkbox"/>
Specify the steps you take to destroy or permanently de-identify personal information that is no longer needed	<input type="checkbox"/>

Access and correction	
State that individuals can obtain access to their own personal information and seek to correct errors in that information and provide details about that process (<i>APP 1.4(d) and 5.2(g)</i>)	<input type="checkbox"/>
Set out when access might not be granted with reference to the exceptions set out in APP 12.3	<input type="checkbox"/>
If you intend to charge individuals for access, state those charges – you must ensure that the charges are not excessive and do not relate to the making of the request itself or for making any corrections (<i>APP 12.8 and 13.5</i>)	<input type="checkbox"/>
If any personal information is not accurate, complete and up-to-date, specify the process by which an individual may correct that information (<i>APP 1.4(d)</i>)	<input type="checkbox"/>
Cross-border disclosures	
Detail the circumstances in which personal information might be disclosed outside Australia (<i>APP 1.4(f) and 5.2(i)</i>)	<input type="checkbox"/>
If possible, list the countries where personal information might be disclosed (<i>APP 1.4(g) and 5.2(j)</i>)	<input type="checkbox"/>
Complaints	
Specify how an individual may make a complaint about a potential breach of the APPs by your organisation – you should include relevant contact details (<i>APP 1.4(e) and 5.2(h)</i>)	<input type="checkbox"/>
Optionally, you may also wish to provide details about how an individual may complain about a refusal to grant access or to make a correction (<i>APP 12.9(b) and 13.3(b)</i>)	
Specify the way in which any complaints received will be handled (<i>APP 1.4(f) and 5.2(h)</i>)	<input type="checkbox"/>