



## The Information Protection Principles (IPPs) explained for members of the public

The 12 Information Protection Principles (IPPs) are your key to the *Privacy and Personal Information Act 1998* (PIPA Act).

These are legal obligations which NSW government agencies, for example government departments, local councils, universities and local and health network's must abide by when they collect, store, use or disclose your personal information. Exemptions may apply, it is therefore suggested you contact the Privacy Contact Officer in the agency or the NSW Information and Privacy Commission for further advice.

### Collection

#### 1. Lawful

An agency must only collect your personal information for a lawful purpose. It must also be directly related to the agency's activities and necessary for that purpose.

#### 2. Direct

An agency must collect the information directly from you, unless it is unreasonable or impracticable for the agency to do so.

#### 3. Open

An agency must inform you that the information is being collected, why it is being collected, and who will be storing and using it. You must also be told how you can access and correct your personal information and any consequences that may apply if you decide not to provide it.

#### 4. Relevant

An agency must ensure that your personal information is relevant, accurate, up-to-date and not excessive. The collection should not unreasonably intrude into your personal affairs.

### Storage

#### 5. Secure

An agency must store your personal information securely, keep it no longer than necessary and dispose of it appropriately. It should also be protected from unauthorised access, use or disclosure.

### Access & accuracy

#### 6. Transparent

An agency must provide you with details regarding the personal information they are storing, why they are storing it and what rights you have to access it.

#### 7. Accessible

An agency must allow you to access your personal information without unreasonable delay, or expense.

#### 8. Correct

Generally, an agency must allow you to update, correct or amend your personal information where necessary.

### Use

#### 9. Accurate

An agency must ensure your personal information is relevant and accurate before using it.

#### 10. Limited

An agency can only use your personal information for the purpose for which it was collected, or for a directly related purpose that you would expect.

### Disclosure

#### 11. Restricted

An agency can only disclose your information in limited circumstances if you have consented or if you were told at the time they collected it from you that they would do so.

An agency can also disclose your information if it is for a related purpose and it can be reasonably assumed that you would not object.

Your information can also be used without your consent in order to deal with a serious and imminent threat to any person's health or safety.

## 12. Safeguarded

An agency cannot disclose your sensitive personal information without your consent, for example, information about your ethnic or racial origin, political opinions, religious or philosophical beliefs, health or sexual activities or trade union membership. It can only disclose sensitive information without consent in order to deal with a serious and imminent threat to any person's health or safety.

### For more information

Contact the Information and Privacy Commission:

freecall: 1800 472 679

email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)