

Privacy Act 2020: Your Essential Guide

Master the 13 information privacy principles that govern employee data collection, protection, and disclosure.

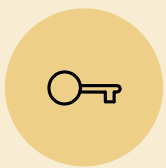


What the Privacy Act Covers



Personal Information

Collection, use, and disclosure of employee data must follow strict principles.



Employee Rights

Access and correction of personal information held by employers.



Breach Notifications

Privacy Commissioner must be notified of serious privacy breaches.



Collection Principles (1-4)

01

Lawful Purpose

Collect only for employment-related purposes. Information must be necessary.

02

Direct Collection

Obtain information directly from the individual concerned.

03

Inform Individuals

Explain purpose, recipients, rights to access and correct data.

04

Fair Methods

Use lawful, fair means that don't unreasonably intrude.



Protection & Access (5-9)

Security Requirements

- Reasonable safeguards against loss
- Prevent unauthorised access
- Ensure accuracy before use
- Don't keep longer than necessary

Employee Rights

- Confirm if information held
- Access personal information
- Request corrections
- Attach correction statements



Use & Disclosure Limits (10-12)

Original Purpose

Use information only for collection purpose or directly related purposes.

Authorised Exceptions

Individual consent, publicly available, prevent serious threats, statistical research.

Overseas Disclosure

Foreign entities must provide comparable privacy safeguards or have individual's authorisation.

IPP6 & IPP7 Requests

1

Request Received

Employee requests access (IPP6) or correction (IPP7) of personal information.

2

20 Working Days

Respond as soon as reasonably practicable, maximum 20 working days.

3

Provide Information

Grant access, make corrections, or explain refusal with reasons.

4

Right to Complain

Inform requestor of right to complain to Privacy Commissioner.

Your Privacy Compliance Checklist



Appoint Privacy Officer

Required by law to handle requests and ensure compliance.



Review Collection Practices

Ensure all personal information collected is necessary and lawful.



Secure Your Data

Implement reasonable safeguards against loss and unauthorised access.

Need expert guidance? Contact [**HR Unlocked**](#) for tailored privacy compliance support.