Privacy
Awareness
Week

13 - 17 May 2019

**Protecting privacy is
everyone's responsibility**

Privacy governance in your organisation

Embedding a culture of respect for privacy and personal information across your organisation starts with good privacy governance, which is the basis for robust and effective privacy management.

Tips for good privacy governance

Your organisation can take a number of steps to promote good privacy governance, such as:

- **Understand the value of personal information to your organisation and to individuals.** Personal information can lead to better informed policy and decision making. It is also important from an individual perspective; how it is collected and used can have a significant impact on the lives of the individuals whose information it is.

- **Adopt a privacy by design approach.** When your organisation undertakes any new process, project or program involving personal information, encourage employees to consult with your organisation's privacy officer or unit to conduct a privacy impact assessment (**PIA**). PIAs are a valuable tool to identify and manage privacy risks to your organisation and individuals.

- **Ensure that your organisation assigns key roles and responsibilities for privacy management.** Appoint a privacy officer to manage privacy enquiries and complaints, and make sure someone at a senior level within your organisation has overall accountability for privacy.

- **Encourage awareness of privacy and privacy obligations.** Integrate privacy into your organisation's induction and ongoing training programs so that employees are aware of their privacy obligations and are appropriately trained to handle personal information. Promote privacy by having a 'privacy champion', someone who champions privacy day to day across all levels of the organisation.

- **Monitor and review privacy practices, processes, and reporting mechanisms.** This includes privacy policies, data breach response plans, privacy complaints processes, and mechanisms to inform senior management about privacy issues. Regular monitoring and review ensures that they remain effective, efficient and relevant.

Under the *Privacy and Data Protection Act 2014*, protecting privacy is the responsibility of every Victorian public sector employee. In addition to being the law, respecting privacy helps to promote public trust. Good privacy governance supports the achievement of this goal.

If you have any questions, contact your Privacy Officer or get in touch with OVIC.

More information

For more information about Privacy Awareness Week, go to www.ovic.vic.gov.au/paw

For more information about privacy governance in your organisation please contact us on:
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Office of the Victorian
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