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## PRIVACY ACT STATEMENT

The Australian Privacy Principles (APPs), contained in the *Privacy Act 1988* (Privacy Act), regulate the handling of personal information, including sensitive information.

Under the Privacy Act:

- (a) personal information is defined as 'information or an opinion about an identified individual, or an individual who is reasonably identifiable: whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not'; and
- (b) sensitive information, is a subset of personal information, including:
  - (i) 'information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record, that is also personal information;
  - (ii) health information about an individual;
  - (iii) genetic information about an individual that is not otherwise health information;
  - (iv) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
  - (v) biometric templates.'

**Under the APPs, a business or any entity that holds personal information must take reasonable steps to:**

- **protect the information; and**
- **destroy the information or ensure that the information is de-identified.**

**If you do not do so, you may be in breach of Australian privacy laws and subject to significant fines.**