

PROTECTING PERSONAL INFORMATION



P

Purpose: have a clear need for collecting and using personal information.

A

Accuracy: Personal information should be accurate and up-to-date. Fix any mistakes promptly.

D

Data minimisation: Collect only what you need; keep only what you need.

L

Lifecycle: Make smart choices about information while it is in your care. Dispose of information safely.

O

Openness: Be open about how you use personal information.

C

Control: Protect data at all times.

K

Knowledge: Tell people why information is being collected and how it is being used.

RESOURCES

To find out more, or make a complaint online, visit our website: [privacy.org.nz](https://www.privacy.org.nz)

For information about a privacy issue:

- Try 'AskUs' our online FAQs: [privacy.org.nz/Ask](https://www.privacy.org.nz/Ask)
- Ask us a question through our online enquiries form: [privacy.org.nz/enquiries](https://www.privacy.org.nz/enquiries)
- Learn about privacy through our online training modules: [privacy.org.nz/e-learning](https://www.privacy.org.nz/e-learning)

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Privacy Commissioner
Te Mana Matapono Matatapu