

# 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)

### FACEBOOK



PrivacyNZ

### TWITTER



@nzprivacy

### YOUTUBE



PrivacyNZ

### INSTAGRAM



nzprivacy

**privacy.org.nz**



Privacy Commissioner  
Te Mana Matapono Matatapu