

## SUMMARY OF INFORMATION PROTECTION PRINCIPLES

### COLLECTION PRINCIPLES

**IPP 1** Collection of personal information for lawful purposes  
Only collect personal information for a lawful purpose. Only collect the information if it is directly related to the agency's activities and necessary for that purpose.

**IPP 2** Collection of personal information directly from individual  
Only collect information directly from the person concerned, unless they have given consent otherwise. Parents and guardians can give consent for minors.

**IPP 3** Requirements when collecting personal information  
Inform the person as to what information is being collected, why it is being collected and who will be storing and using it. Agencies must also inform the person how they can see and correct this information.

**IPP 4** Other requirements relating to collection of personal information  
Ensure that the information is relevant, accurate, not excessive and up-to-date. Ensure that the collection does not unreasonably intrude into the personal affairs of the individual.

### SECURITY PRINCIPLES

**IPP 5** Retention and security of personal information  
Ensure that personal information is stored securely, not kept any longer than necessary, and disposed of appropriately. Information should be protected from unauthorised access, use or disclosure.

### ACCESS AND AMENDMENT PRINCIPLES

**IPP 6** Information about personal information held by agencies  
Explain to the individual what personal information about them is being stored, why it is being used and any rights they have to access it.

**IPP 7** Access to personal information held by agencies  
Allow people to access their personal information without unreasonable delay or expense.

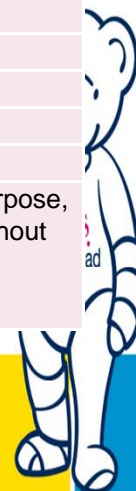
**IPP 8** Alteration of personal information  
Allow people to update, correct or amend their personal information where necessary.

### ACCURACY PRINCIPLES

**IPP 9** Agency must check accuracy of personal information before use  
Ensure that the personal information is relevant and accurate before using

### USE PRINCIPLES

**IPP 10** Limits on use of personal information  
Only use personal information for the purpose for which it was collected, for a directly related purpose, or for a purpose to which the individual has given consent. Personal information can be used without consent in order to deal with a serious and imminent threat to any person's health or safety.



the children's hospital at Westmead

