

# Victoria - What Victorian public sector organisations can do

## Office of the Victorian Privacy Commissioner

### 1. Activities for promoting privacy among staff

#### All-staff email

Send an email at the beginning of Privacy Awareness Week to all staff explaining what the week is about and reminding staff of their privacy responsibilities. If possible, have your CEO or agency head send out this email as a way of showing your organisation's overall commitment to good privacy practice.

#### Put up Privacy Awareness Week posters

Display the Privacy Awareness Week poster (being supplied by Privacy Victoria) Consider a display of posters and privacy materials on a table in your office's staff area. The poster will be available for download soon.

#### Prepare log-in screen

Prepare a log-in screen for all of your organisation's computers that contains messages reminding staff of the importance of privacy.

#### Publish an intranet article

Consider publishing an article about privacy on your organisation's intranet. Give some simple tips for privacy protection—refer to your organisation's privacy policy.

Use these slogans:

- Privacy: protecting not preventing *Privacy laws protect personal information but do not prevent you from doing your job*
- Privacy is YOUR business
- New technologies, same privacy responsibilities *Personal information is now on the internet, databases, USB keys and laptops. New technologies are changing the way we work but the Information Privacy Principles (IPPs) are still your guide to responsible information handling.*

- The ten [Information Privacy Principles](#) are your guide to responsible information handling.
- Do you know what our privacy policy says?

### **Hold a training/information session on privacy**

This could be a detailed training session that you schedule during the week, or perhaps just a simple information session outlining issues around collection or security of personal information. Privacy Victoria's [training material](#) is available free-of-charge.

### **Run a privacy quiz**

Run a quick privacy quiz in your team. This can be humorous or serious, or a combination of both!

### **Hold a privacy movie screening**

Invite staff to attend a screening of a movie or television episode with a privacy theme during a lunch hour.

### **Encourage compliance with a particular privacy principle**

Privacy Awareness Week is an opportunity to encourage your organisation's staff to address a particular IPP. For example, encourage sections of your office to ensure that their databases are up-to-date (IPP3 Data Quality).

### **Collaborate with other privacy contacts**

Are there any other privacy compliance staff that you work closely with? Consider joining forces to coordinate promotional material or activities for your organisation.

## **2. Activities to promote your privacy policies and practices to your clients**

### **Publish an article**

Consider publishing an article about privacy in your organisation's newsletter or on its website. How does your organisation effectively address privacy challenges? Do you have any stories to tell about successful conciliations?

### **Develop privacy FAQs**

Consider developing some 'Frequently Asked Questions' on your organisation's privacy policy and practices for placement on your website.

### **Think about launching significant new privacy documents during the week**

Have you developed privacy material, such as privacy FAQs or a new layered privacy policy? Consider launching them during Privacy Awareness Week.

### **Distribute privacy brochures to clients and display the general public posters in publicly accessed areas.**

Posters and brochures are available from Privacy Victoria free-of-charge. See the [website](#).