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5-Step Plan for Enhancing Information Management and Privacy Act Compliance



Every organisation that handles personal data has a legal and moral obligation to protect it.

Swipe left to discover how to build a culture of privacy. 



STEP 1

Establish Awareness and Responsibility

- ✓ Train all staff using the Australian Information Commissioner's (OAIC) **free e-learning tools**.
- ✓ Define clear roles, including appointing Privacy Officers.
- ✓ Conduct Privacy Impact Assessments (PIAs) to identify risks early.

<https://education.oaic.gov.au/elearning/privacy-in-practice/welcome.html#top>



STEP 2

Develop Integrated Policies and Procedures

- ✔ Create policies that address all 13 Privacy Principles.
- ✔ Set up clear processes for access and correction requests.
- ✔ Build a robust data breach response plan: identify, contain, assess, notify, review.

STEP 3

Implement and Optimise Information Systems

- ✔ Review your use of tools like Microsoft 365, SharePoint, and Teams.
- ✔ Reduce information silos and improve accessibility and security.
- ✔ Establish guidelines for document management, retention, and disposal.



STEP 4

Embed Complaint Handling and Breach Management

- ✔ Create a clear, accessible process for individuals to raise privacy complaints.
- ✔ Follow OAIC's step-by-step guidance in handling complaints.
- ✔ Regularly test your breach response plan, so your team is ready.
- ✔ Know when a breach must be notified to the Privacy Commissioner.

STEP 5

Continually Monitor and Improve

- ✓ Schedule regular reviews of your privacy practices.
- ✓ Stay up to date with changes to the Privacy Act.
- ✓ Foster an organisation-wide culture of ongoing responsibility.



**Privacy doesn't manage itself.
It takes deliberate action
and shared responsibility.**

Learn how we can help you
simplify content management,
governance, and compliance.





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consultation.**

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