

## What you can do

# Handle with care!

Privacy and NT public sector employees



## Our privacy is in your hands

Most public sector employees collect or handle information about other people on a daily basis.

It is important for each employee to respect and protect the privacy of Territorians.

Every public sector organisation must comply with the **Information Privacy Principles** that are set out in the *Information Act* (NT).

Each organisation must also develop and publish policies about how it collects and handles personal information.

But every staff member can help to protect privacy by taking simple steps to make sure that only people who need to know can access and use personal information.

You can —

- arrange your workspace to minimise the chance that people will see sensitive information or overhear conversations;
- avoid talking about sensitive issues in areas where people can overhear you;
- make sure your computer screen is not facing a public area;
- lock your computer when you go away;
- put files away when you leave your desk;
- discourage gossip about your work;
- think about other reasonable steps you can take to protect privacy.

Office managers may be able to —

- arrange the office and public areas to minimise the chance that people will overhear conversations or see information they do not need to;
- encourage staff to handle personal information sensitively and professionally;
- consider security options to protect hardcopy and computer files;
- develop information handling procedures that comply with the Information Privacy Principles.

For more information, you can contact the privacy officer in your agency or the Office of the Information Commissioner.



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