



**Start a conversation about privacy. Agencies are encouraged to use this PAW Chatterbox activity and involve colleagues and leaders.**

**Instructions:**

1. Download and print on A4 or A3 paper.
2. Cut out the chatterbox square.
3. With the printed side facing you, fold the square in half diagonally, corner to corner, to make a triangle.
4. Fold in half again, corner to corner.
5. Unfold and turn the chatterbox over so that the blank side of the paper is facing you.
6. Take the first corner and fold it towards the centre. Repeat with the second, third and fourth corner.
7. Turn the chatterbox over again so that the words are facing you and repeat step 6 – take each corner and fold it towards the centre.
8. Fold the chatterbox in half and ease your thumbs and index fingers into the four openings.

## Chatterbox Answers

1. No, the use of personal information is regulated under the *Information Privacy Act 2009* (IP Act) and generally should only be used for the purpose it was collected.
2. No, you cannot access personal information in your organisation's possession without legitimate reason, even if it's out of curiosity and your intentions are well founded.
3. No, using the same password for all of your accounts is a security risk.
4. Queensland public sector agencies generally have a privacy officer or team. This role is often part of the legal and compliance team.
5. Using 'auto-complete' in Outlook can increase the risk of sending an email to the wrong recipient. This is particularly concerning when someone else's personal information is included in the email and it was not meant to be seen by that person. (A substantial proportion of data breaches are errant emails).
6. According to [cyber.gov.au](https://www.cyber.gov.au), they recommend going to a source you can trust. For example, visit the official website, log in to your account or call the phone number listed on the website. Don't use the links or contact details given in the suspicious email.
7. You should always be vigilant to secure, protect and respect personal information, even when working remotely (or from home). Locking your computer is a good habit each time you step away from your computer.
8. Personal information can include things like your name, address, location, date of birth, phone number, job and religion. It's basically anything that identifies someone, or from which their identity can reasonably be ascertained.