


# \* Make privacy a priority at work

## Ask yourself...

- o What are the privacy impacts & how can we address the risks?
- o Am I authorised to access or view this personal information?
- o Before you send an email:
  - is it going to the right person/people?
  - are attachments correct?
  - should I use the BCC field for multiple people?



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- \* **Protect & respect personal information**
  - \* **Uphold 'privacy & reputation' as a human right**
  - \* **Embed a 'privacy by design' work culture**

**More tips at [oic.qld.gov.au](http://oic.qld.gov.au)**

