



Maximum of \$1.7 Million Fines *for carelessly discarding personal information*

Sound data destruction policies are not just excellent business practice, it is the law. If your organisation collects and/or holds personal information, you are required to comply with the Privacy Act 1988 and its Amendments.

On **Wednesday March 12, 2014** the Office of the Australian Information Commissioner (OAIC) will begin enforcing the Privacy Amendment Act 2012 (No. 197, 2012) which includes a set of new, harmonised privacy principles that will regulate the handling of personal information. These 13 new privacy principles are called the Australian Privacy Principles (APPs) and will apply to all Australian organisations with revenue greater than \$3 million.

Specifically, Australian Privacy Principle 11 relates to the security of personal information stipulating **that organisations must 'take steps to destroy or de-identify personal information that is no longer required, subject to other record keeping requirements.'**

Under the heading **"Serious and repeated interferences with privacy"** of The Privacy Act 1988, "an entity contravenes this subsection if:

- (a) the entity does an act, or engages in a practice, that is a serious interference with the privacy of an individual; or
- (b) the entity repeatedly does an act, or engages in a practice, that is an interference with the privacy of one or more individuals."

Civil Penalty: 2,000 penalty units

On 28 December 2012, the **Crimes Legislation Amendment** (Serious Drugs, Identity Crime and Other Measures) Act 2012 came into effect.

The maximum penalty for 'serious and repeated interferences with privacy' will be:

\$ 1,700,000 for Public & Private Organisations

\$ 340,000 for Individuals

The **Shred-X Advantage** is clear:

- quality assured process
- highest levels of security
- complete vetted chain of custody
- exceptional customer service.

What is Personal Information?

Personal information is defined as “information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.”

Australian Privacy Principle 3 contains provisions relating to the collection of solicited and unsolicited personal information. Furthermore **extra provisions deal with the protection of an individual's sensitive information.**

The Collection of Personal Information
can be as simple as hard copies of emails, orders and accounts; or written notes from client contacts, meetings and phone calls.

Why Choose Shred-X Document Destruction?

In the case of data breach, the OAIC can refer to your data destruction policies when assessing your compliance with the Privacy Act. **Shred-X Document Destruction** offers advice and strategies on Data Retention and Destruction Policies, we can:

- Identify potential for data breaches on sites;
- Assist in creation of policies and procedures;
- Provide secure containers to clearly segregate personal information from general paper waste;
- Provide ‘proof of destruction’ certificates (audit trails); and
- Provide training materials to avoid data breaches.

For nearly 15 years Shred-X Document Destruction has been the leader in secure destruction services. We provide tailored services to thousands of small and large organisations across Australia. Our destruction services include:

- Document Destruction & Shredding
- Archive Box Removal, Office Cleanouts & Relocation Destruction Needs;
- Digital Media Destruction (Hard Drives, Tape Drives, CDs, DVDs, USBs);
- Destruction of X-Rays, Medical Prescription/Scripts, Credit Cards;
- Destruction of Prototypes, Counterfeit/Confiscated Products; and
- Destruction of Uniforms and Out-Dated Advertising Material.

To learn more about Data Destruction call 1300 747 339 or visit www.shred-x.com.au

“Our business is making sure no-one knows YOUR business”®

Sources:

Privacy Act 1988, Section 13G “Serious and repeated interferences with privacy”.
Privacy Amendment (Enhancing Privacy Protection) Act 2012, Australian Privacy Principles 11 & Subsection 80W (5) Civil penalty orders.
Crimes Legislation Amendment (Serious Drugs, Identity Crime and Other Measures) Act 2012