Privacy Commissioner
Te Mana Mātāpono Matatapu

Tips for setting up your privacy function

These tips are some simple actions you can take when developing or maintaining your privacy function.

1	**Make the protection of learner information a priority**
2	**Know what learner information you hold, where it is held, why you need it and what you can use it for**
3	**Know and understand your responsibilities under the Privacy Act**
4	**Have a comprehensive and accessible privacy policy that covers how you collect, use, store, share and keep learner information protected and respected**
5	**Make privacy part of your planning and reporting processes – ensure privacy reporting is a standing item on your meeting agendas**
6	**Ensure technology you use is privacy protective – assess before you use**
7	**Appoint a privacy officer and support them to fulfil their functions**
8	**Have privacy breach and reporting plans in place**
9	**Have a privacy complaints management process in place**