



The Australian Privacy Principles

Notes

This is a summary of the Australian Privacy Principles for APP entities. APP entities are private sector organisations, Australian Government and Norfolk Island agencies covered by the *Privacy Act 1988*. Pegasus is not an APP organisation but it has chosen to voluntarily comply with these principles. This summary also includes the Pegasus response to each of these Principles.

Further information about the Australian Privacy Principles can be found on the [OIAC website](#).

Principle	Description	Pegasus Response
APP 1 — Open and transparent management of personal information	Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.	Pegasus has a clearly expressed and up to date privacy policy which is available on the Pegasus website and in other forms as requested by stakeholders.
APP 2 — Anonymity and pseudonymity	Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.	

Principle	Description	Pegasus Response
APP 3 — Collection of solicited personal information	Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.	Pegasus collects sensitive information in several circumstances. Firstly, it collects information about potential staff and volunteers prior to engagement to ensure that they are a good fit for the organisation. This includes background checks including references a working national police check. Secondly, it collects sensitive health and safety information about riders to ensure that the programs designed for them are appropriate.
APP 4 — Dealing with unsolicited personal information	Outlines how APP entities must deal with unsolicited personal information.	If Pegasus knowingly receives unsolicited personal information, Pegasus disposes of that information. If unsure and the information is valuable to Pegasus, Pegasus will seek permission from the relevant person to retain that information.
APP 5 — Notification of the collection of personal information	Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.	Pegasus only collects personal information that has been voluntarily provided by that person. Pegasus does not collect or retain personal information without the knowledge of the relevant person.
APP 6 — Use or disclosure of personal information	Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.	Pegasus does not disclose personal information that it holds unless it is compelled to do so by law or is directed to do so by the relevant person to whom the information relates.
APP 7 — Direct marketing	An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.	Pegasus only uses personal information for direct marketing where the personal contact information is publicly available, or where it is reasonable to assume that the relevant person has provided that information knowing that the implication is that they will receive direct marketing. Pegasus does not disclose personal information that it holds for any direct marketing purposes unless it is compelled to by law.

Principle	Description	Pegasus Response
APP 8 — Cross border disclosure of personal information	Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.	Pegasus does not disclose personal information interstate or overseas.
APP 9 — Adoption, use or disclosure of government related identifiers	Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.	Pegasus does not use or adopt a government related identifier of an individual as its own identifier.
APP 10 — Quality of personal information	An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An APP entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.	Periodically, such as at the commencement of a new riding program, Pegasus will update personal information about riders. Personal information about donors will be updated as donations are received. Personal information about staff and volunteers will be updated as and when staff and volunteers advise Pegasus. Opportunistically, such as when advised of the change of address by a stakeholder, Pegasus will update personal information.
APP 11 — Security of personal information	An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An APP entity has obligations to destroy or de-identify personal information in certain circumstances.	Pegasus protects personal information it holds from misuse, interference and loss and from unauthorised access, modification or disclosure by ensuring that only those who need to access the information for operational purposes have access to that information. Personal information stored electronically is password-protected, while personal information stored physically is stored under lock and key.

Principle	Description	Pegasus Response
APP 12 — Access to personal information	Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.	When an individual asks for access to personal information held about them by the entity, the Authorised Privacy Officer will provide access to the information within two weeks.
APP 13 — Correction of personal information	Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.	Opportunistically or when requested by a stakeholder, Pegasus updates personal information. Within one week of being advised that personal information is out of date or incorrect, Pegasus will correct any personal information it holds.