

## **Summary of the conditions relating to the collection, recording and disclosure of information**

Here is a brief summary of the conditions that must be complied with when collecting, recording and disclosing information:

1. You must not collect personal information unless the information is necessary for one or more of the enterprise's functions or activities.
2. You must collect personal information only by lawful and fair means, not in an unreasonably intrusive way.
3. At or before the time (or, if that is not practicable, as soon as practicable thereafter) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to ensure that the individual is aware of:
  - The fact that he or she is able to gain access to the information.
  - The purposes for which the information is collected.
  - The organisation (or types of organisations) to which the information might be disclosed.
  - Any law that requires the particular information to be collected.
  - The main consequences (if any for the individual, if all or part of the information is not provided).
4. If it is reasonable and practicable to do so, an organisation must collect personal information about an individual only from that individual.
5. If an organisation collects personal information about an individual from someone else, it must take reasonable steps to ensure that the individual has been made aware of this (except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual).
6. The collection of sensitive information (health, beliefs, sexual preference, religion, etc.) must be directly and demonstrably related to the primary core purpose of the collection. It can be collected if the individual has consented; the collection is required by law; or its collection can be justified in direct relation to the enterprise's operations.