



# PsycsAI

## Australian Privacy Principles



psycsai.com

### Our Principles Statement

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Our AI administrative solutions fully comply with the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth), ensuring our clients receive secure, ethical, and legally compliant administrative support.

#### Australian Privacy Principles Overview

##### Collection of Personal Information

- Only collecting information that is reasonably necessary for our functions
- Using fair and lawful means to collect information
- Providing clear privacy notices before or at the time of collection
- Obtaining consent for sensitive information collection

##### Use and Disclosure

- Only using personal information for the primary purpose of collection
- Obtaining consent for secondary uses or disclosures
- Maintaining strict controls over data sharing with third parties
- Implementing safeguards for cross-border disclosures

##### Data Quality and Security

- Ensuring personal information remains accurate, complete, and up-to-date
- Implementing robust security measures to protect against unauthorized access
- Regular security assessments and vulnerability testing
- Comprehensive data breach response protocols

##### Access and Correction

- Providing individuals with access to their personal information upon request
- Responding to access requests within reasonable timeframes
- Correcting inaccurate information promptly when identified
- Offering clear processes for requesting corrections

##### Identifiers and Anonymity

- Not adopting government identifiers for our own identification purposes
- Providing options for anonymous interactions where practicable
- Respecting pseudonymity options when legal and feasible
- Maintaining separation between identification systems

##### Transparency and Accountability

- Maintaining a clear, accessible privacy policy
- Regular privacy impact assessments for new initiatives
- Staff training on privacy obligations and compliance
- Documented processes for handling privacy complaints

Our commitment to APP compliance ensures your administrative processes not only meet Australian privacy law requirements but also reflect best practices in data protection and information management. For more information about our privacy practices or to request our detailed APP compliance documentation, please contact our privacy office.