

10 Privacy Tips

for businesses:

1.

Limit collection, retention of personal information.

2.

Know what personal information you collect, where you store it and what you do with it.

4.

Limit and monitor access to personal information.

3.

Ensure staff receive privacy training.

5.

Think twice before collecting sensitive personal information, such as driver's licenses.

6.

Inform customers of video surveillance.

8.

Protect personal information through safeguards such as encryption and password protection.

7.

Have a privacy policy; be upfront about collection, use of personal information.

9.

Don't ignore requests for access to personal information.

10.

Make sure your customers know who to speak to about privacy questions.

Privacy is good business.

Learn more: priv.gc.ca/business
1-800-282-1376

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Office of the
Privacy Commissioner
of Canada