

# 10 privacy tips

for businesses:

1.

Get consent and limit collection, retention of personal information.

2.

Ensure staff receive privacy training.

4.

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

3.

Limit and monitor access to personal information.

5.

Inform customers of video surveillance.

6.

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

8.

Don't ignore requests for access to personal information.

7.

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

9.

Safeguard against, and report privacy breaches.

10.

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

Privacy is good business.

Learn more: [priv.gc.ca/business](http://priv.gc.ca/business)  
1-800-282-1376

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Office of the  
Privacy Commissioner  
of Canada