# Australian Government: Australian Public Service Commission

# Your personal information

The Australian Public Service Commission collects personal information about individuals for a range of purposes to enable it to carry out its functions. The Commission’s privacy policy is available on the internet at:

* <http://www.apsc.gov.au/privacy>

Further details about the collection of your personal information are provided below.

| APS Entry and Exit surveys – APP 5 Notice | |
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| Who is collecting your personal information? | The entry and exit surveys are maintained by the Australian Public Service Commission (APSC). Agencies receive the anonymous data relating to their entering and exiting staff. You can choose to ‘opt-out’ of having your agency receive your data, in which case, your data will be included in the APS wide report but will not be given to your agency. |
| Collection of your personal information | The collection of any personal information through the entry and exit surveys is voluntary on the respondent’s behalf. The only exception is the mandatory ‘current agency’ question. Surveys are anonymous and we do not ask for names. You will be asked for certain demographic information including:   * Indigenous status * Disability status * Gender * Age grouping * LGBTI+ * NESB status * Carer status   However, these are voluntary questions and do not require an answer. |
| Authority for collection of personal information | The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Under subsection 41(1)(c) of the *Public Service Act 1999*, the Commissioner has the functions of monitoring, reviewing and reporting on APS capabilities within and between Agencies to promote high standards of accountability, effectiveness and performance. Under subsection 41(2)(c) the Commissioner has the functions of developing, reviewing and evaluating APS workforce management policies and practices and maintaining appropriate databases. |
| Why does the Commission collect your personal information? | The APSC collects your personal information for the purpose of providing data to assist with both agency specific and APS wide, workforce planning and improve working conditions, and allowing the collection of APS-wide statistics on working conditions for specific groups of employees.  Records may be extracted from the database to be used in research on relevant employment policies, including for the annual State of the Service report.  Data is occasionally used to assist with other functions of the APSC or the Merit Protection Commissioner.  Aggregated data may also be made available upon request to bona fide researchers as an input to research and policy development. |
| What would happen if the Commission did not collect your personal information? | You may choose to complete the surveys and skip all demographic questions (with the exception of which agency you belong to). However, this means that when data from specific groups (i.e. Disability, Women, Carer’s, etc.) is looked at to improve conditions, your data cannot be counted. |
| Who will the Commission disclose your personal information to? | Your anonymous information will be returned to your agency for their use in workforce planning, unless you have selected the opt-out option.  It may also be released when disclosure is required or authorised by or under law or where the disclosure is reasonable necessary for the enforcement of the criminal law or code of conduct issues. |
| Access to and correction of your personal information. | Because the entry and exit surveys are anonymous surveys, it is difficult to find an individual’s response after they have completed either survey. You can ask for the APSC to try and find and remove your response but you will need to supply information that would make your response visible, i.e., date completed, agency, any comments made, etc. You can contact the APSC by emailing [research@apsc.gov.au](mailto:research@apsc.gov.au) |
| Privacy complaints | All Commonwealth Agencies are bound by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The APSC’s privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the APSC will deal with complaints. |
| Overseas disclosure of your personal information | It is highly unlikely that your personal information will be disclosed to any overseas recipients. |