# 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.

| Capability Review Program – Interviewees and Workshop Participants – APP 5 Notice | |
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| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission. |
| Collection of your personal information | Your personal information is collected through your participation in interviews and/or workshops.  The information collected may include your name; your role; your professional experience; and your opinions/observations relating to the agency being reviewed. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Your information is collected for the purpose of the Public Service Commissioner’s functions under the *Public Service Act 1999* and the *Australian Public Service Commissioner’s Directions 2013.* |
| Why does the Commission collect your personal information? | The Australian Public Service Commission collects your personal information for the purposes of undertaking a Capability Review of an agency. The information you provide assists the team undertaking the review to develop findings on the organisational capability of the agency being reviewed. |
| What would happen if the Commission did not collect your personal information? | If this information was not collected, you would be unable to participate in the activities associated with a Capability Review (interviews/workshops). |
| Who will the Commission disclose your personal information to? | Access to the information you provide will be limited to a small number of Australian Public Service Commission and agency staff working on the Capability Review Program and the Senior Review Team engaged to undertake the review. Only de-identified information will be included in the final review report. |
| Access to and correction of your personal information. | The Australian Public Service Commission’s privacy policy contains information about how you may access and seek correction of personal information about you that is held by the Australian Public Service Commission. |
| Privacy complaints. | The Australian Public Service Commission’s privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the Australian Public Service Commission will deal with complaints. |
| Overseas disclosure of your personal information. | Your personal information will not be disclosed to any overseas recipients. |