# Your personal information

The Australian Public Service Commission (the 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 in the context of a freedom of information or other information request are provided below.

| Freedom of Information (FOI) and other requests for information APP 5 Notice | |
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| Who is collecting your personal information? | Your personal information is collected by the Australian Public Service Commission (the Commission) when you make a freedom of information (FOI) request or other request for information. |
| Collection of your personal information | If you request documents or information from the Commission, including by making a FOI request, we may collect personal information that you provide to us.  If we contact you about a request or inquiry we have received from someone else, we may collect personal information that you provide to us. |
| Authority for collection of personal information | The Commission is required to respond to FOI requests in accordance with the *Freedom of Information Act 1982* (FOI Act). The Commission is also required to respond to certain requests for information under the *Privacy Act 1988.* |
| Why does the Commission collect your personal information? | We collect personal information about you to enable us to respond to your request for information or documents, or to respond to your enquiries.  If you have not made a request for information and we consult you about a request we have received made by a third party we may collect your personal information to enable us to respond to the request we have received. |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information, we may be unable to respond to your request for information or documents, or we may be unable to assist you with your enquiries.  In some cases, you may be able to request information or documents anonymously or pseudonymously. However, please note if you request personal information about yourself, we may need you to verify your identity before we can disclose that information to you.  If we have requested information from you about a request received from another person, and you do not provide us with information, then we may be unable to take your views into account when deciding whether to release information we hold. |
| Who will the Commission disclose your personal information to? | In general, we will not disclose the personal information we collect except in the course of responding to an FOI request or other request for information.  Please note that if you request documents that include personal information about other people, we may need to consult with those people before deciding whether we can disclose those documents to you. When consulting with other people in these circumstances, we may need to disclose your personal information. When we consult with other people about a request you have made, it may be apparent to those people that you have made a request, even if we do not disclose your identity. If you have concerns about this office consulting with other people about your request, please let us know your concerns.  If we have contacted you about the disclosure of your personal information in relation to an FOI request or other request for information made by a third party, your personal information may be disclosed under the FOI Act. In these circumstances, you will have an opportunity to object to the disclosure. Your views will be taken into account and, if you disagree with our decision, you will have an opportunity to seek review of the decision before documents are disclosed.  If you seek external review of a decision by this office, we may need to disclose personal information about you to the external review body. For example, if you apply to the Office of the Australian Information Commissioner (OAIC) for a review, the OAIC will usually ask this office to provide copies of any relevant documents. |
| Access to and correction of your personal information. | The Commission’s privacy policy contains information about how you may access and seek correction of personal information about you that is held by the Commission. |
| Privacy complaints. | The Commission’s privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the Commission will deal with complaints. |
| Overseas disclosure of your personal information. | It is unlikely that your personal information will be disclosed to any overseas recipients. |
| Further information | Further information about requesting documents from the Commission under the FOI Act is available at:  <http://www.apsc.gov.au/freedom-of-information> |

## Contact details

If you wish to contact the APSC about a privacy-related matter, including questions about this notice, please contact the APSC’s Privacy Contact Officer by one of the following methods:

* **Post**Privacy Contact Officer  
  Australian Public Service Commission  
  16 Furzer Street  
  WODEN ACT 2606
* **Email**privacy@apsc.gov.au
* **Telephone**02 6202 3735