# AHRI Training Needs Assessment Trial – APP 5 Notice

## 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:

* [www.apsc.gov.au/privacy](http://www.apsc.gov.au/privacy)

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

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| AHRI Training Needs Assessment Trial – APP 5 Notice | |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission. The Commission’s Privacy Policy contains information about how you may contact the Commission. |
| Collection of your personal information | Your personal information was provided to the Commission by your agency in response to our request for nominees to participate in a trial of the Australian Human Resources Institute’s (AHRI) Training Needs Assessment (TNA) tool. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Under paragraph 41(1)(a) of the *Public Service Act 1999* (the Act), the Commissioner has the function ‘to strengthen the professionalism of the APS and facilitate continuous improvement in workforce management in the APS.’ Under paragraph 41(2)(h) of the Act, the Commissioner has the functions of providing advice and assistance to agencies on public service matters. |
| Why does the Commission collect your personal information? | The Commission collects your personal information for the purpose of identifying nominees for participation in the trial of AHRI’s TNA tool. The personal information collected will: (i) confirm your classification level and that you are currently working in a HR-facing role; (ii) enable participants to receive further information about participation in the trial; and (iii) enable the APSC to conduct a follow-up evaluation activity with participants after completion of the TNA questionnaire. |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information, you would be unable to participate in the trial. |
| Who will the Commission disclose your personal information to? | Your personal information will be disclosed to AHRI as they are the service provider facilitating the trial. For the purposes of the trial, AHRI is required to comply with the *Privacy Act 1988*. You may opt-out of participation in the trial at any time by notifying in writing the APSC or AHRI. |
| Access to and correction of your personal information. | The Commission’s [Privacy Policy](https://www.apsc.gov.au/apsc-condensed-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 not expected that your personal information will be disclosed to any overseas recipients. |

## Contact details

You can contact the APSC about the AHRI Training Needs Assessment Trial by emailing [apswfp@apsc.gov.au](mailto:apswfp@apsc.gov.au)