# Your personal information

The Australian Public Service Commission (APSC) collects personal information about individuals for a range of purposes to enable it to carry out its functions. The APSC’s Privacy Policy is available on the agency’s [website](https://www.apsc.gov.au/privacy).

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

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| **Band 3 Capability Assessment and Development Planning**  **APP 5 Notice** | |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission or by Egon Zehnder on behalf of the Australian Public Service Commission and the APS Secretaries Talent Council. Egon Zehnder is a company contracted by the Commission for the purposes of assessing leadership capability. As part of the contractual arrangements, Egon Zehnder may utilise the services of subcontractors or agents to collect your personal information. |
| Collection of your personal information | The Commission and Egon Zehnder collect your personal information directly from you, your agency, your manager(s) and your peers. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Under subsection 41(1)(a) of the *Public Service Act 1999*, the Commissioner has the function of strengthening the professionalism of the APS and facilitating continuous improvement in workforce management in the APS. |
| Why does the Commission collect your personal information? | The Commission collects your personal information generally for leadership and development purposes. The Secretaries Talent Council is currently conducting a Band 3 Capability Assessment and Development Planning process. As part of this, an assessment report will be shared with the Talent Council and your manager to assist them in discussing your career and potential development. |
| What would happen if the Commission did not collect your personal information? | If the Commission and Egon Zehnder did not collect your personal information, you would be unable to participate in the Commission’s leadership and development programs, including the Band 3 Capability Assessment and Development Planning process. |
| Who will the Commission disclose your personal information to? | The Commission and Egon Zehnder will disclose your personal information to your agency and to the Talent Council. Your personal information may be disclosed to agencies you may move to in future or to other contractors that the Commission may engage for similar purposes. |
| 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. | Your personal information will be disclosed to overseas recipients. Results of the 16PF are held with Psychometric Solutions and Innovations (PSI), who maintain servers based in the United States and United Kingdom. Results of the 360 assessment are held with The Leadership Circle, who maintains servers based in the United States. The Leadership Circle is contracted by Egon Zehnder to assess the nominees against the Leadership Capabilities for the most senior APS roles. |