# APS Learning and Development Strategy – 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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| APS Learning and Development Strategy – 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 is being collected by the Commission through research for the development of an APS Learning and Development Strategy. |
| 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 the development of an APS Learning and Development Strategy. The personal information collected will: (i) confirm your classification level and agency of employment; (ii) enable participants to receive further information about the research and outcomes of the Strategy; and (iii) enable the APSC to conduct research and follow-up with participants.  |
| 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 research for the purpose of this Strategy. |
| Who will the Commission disclose your personal information to? | Your personal information will be disclosed to other members of the Workforce Strategy Group who are working on the development of the APS Learning and Development Strategy. All members are employed with the APSC. The information you provide will be aggregated and de-identified. The APS Learning and Development Strategy will be shared publically. No personally identifying information will be shared. You may opt-out of participation in the research at any time by notifying in writing the APSC. |
| 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 APS Learning and Development Strategy by emailing development@apsc.gov.au