

APS Project Capability – 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

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

APS Project Capability – 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 ongoing development of the Project Capability training and facilitation offerings provided by you through your survey responses.
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 <i>Public Service Act 1999</i> (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 ongoing development of the Project Capability training and facilitation offerings. The personal information collected will: (i) confirm your classification level and agency of employment; (ii) enable participants to share their project experience and learning/workshop aspirations so that the training/facilitation offerings can be tailored to their needs; 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 you do not participate in the surveys, the Commission would be unable to tailor its training offerings.
Who will the Commission disclose your personal information to?	Your personal information may be disclosed to other members of the Projects Group who are working on the development of Project Capability training and facilitation offerings. All members are employed with the APSC. The information you provide will be aggregated and de-identified. No personally identifying information will be shared.
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 not expected that your personal information will be disclosed to any overseas recipients.

Contact details

You can contact the APSC about Project Capability by emailing mobility@apsc.gov.au