# Australian Government: Australian Public Service Commission

# 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:

* <http://www.apsc.gov.au/privacy>

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

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| APS Hierarchy and Classification Review Discussion Paper Consultation |
| Who is collecting your personal information? | Your personal information is being collected by Converlens. The Australian Public Service Commission (Commission) will then collect your personal information from Converlens.  |
| Collection of your personal information | Your personal information was collected by:* You volunteering your details to Converlens for the purposes of submitting your views as part of the APS Hierarchy and Classification Review.
* This information will then be provided to the Commission and Nous Group (Nous) as part of the Review.
* Your personal information will be collected (limited to your name, organisation and contact details) when you make your submission, however you may opt into providing an anonymous submission if you feel it is appropriate.
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| Authority for the collection of personal information | Your information is collected for the purpose of the Public Service Commissioner’s functions under the *Public Service Act 1999*, which includes leading the thinking about, provide advice on and drive reforms to workforce management policies so that the APS is ready for future demands. |
| Why does the Commission collect your personal information? | The APS Hierarchy and Classification Review Panel is reviewing the APS Classification framework in line with Recommendation 32 of the *Independent Review of the APS* and the government’s APS Reform agenda outlined in *Delivering for Australians*. Your information is being collected to inform the APS Hierarchy and Classification Review Panel of your views. This ensures APS decision making is effective and structures are optimised to best deliver a Classification Framework which promotes high standards of accountability, effectiveness and performance of the APS, both now and into the future. |
| What would happen if the Commission did not collect your personal information? | Submitting your views and feedback for the APS Hierarchy and Classification Review is voluntary. Submitting an anonymous response or choosing to not provide a submission for the APS Hierarchy and Classification Review will not impact you or the review process.  |
| Who will the Commission disclose your personal information to? | Access to the database is limited to select staff within the Commission, review panel members and contractors engaged to support the review. If you make a submission, we may publish it, unless you expressly request for it to remain confidential, or where we have determined (for any reason) that it should not be made public. We may redact parts of published submissions, as appropriate. Personal information (other than name or organisation if identified) from the submissions will not be published.The Commission will be using a third party, Converlens, to provide the platform on which these submissions will be hosted. Your personal information may be stored and accessed by this third party provider. For more information please see their [privacy policy](https://converlens.com/privacy.html). Your personal information will also be accessed by Nous, for more information please see their [privacy policy](https://www.nousgroup.com/privacy/).  |
| Access to and correction of your personal information. | The Commission, Nous and Converlens’ privacy policies contain information about how you may access and seek correction of personal information about you that is held by the Commission and Converlens. |
| Privacy complaints. | The Commission, Nous and Converlens’ privacy policies contain information about how you may complain about a breach of the Australian Privacy Principles and how complaints are dealt with. |
| Overseas disclosure of your personal information. | Please be aware your personal information may be disclosed to overseas recipients we recommend that you read the relevant privacy policies of Nous, Coverlens and the Commission. |