## 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 internet at:

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

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

| Capability Review Program – Staff Survey – APP5 notice | |
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| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission. |
| Collection of your personal information | Your personal information is collected through your voluntary participation in a staff survey.  The information being collected may include your classification level; type of work; and your opinions/observations relating to the agency being reviewed. Your response to the survey will not be attributable to you. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS that authorise the collection of personal information. These are stated under sections 41(1) and 41(2) and 44 of the *Public Service Act 1999 and the Australian Public Service Commissioner’s Directions 2013*.  Under this authority, the APSC is analysing staff views and experiences of working at the agency being reviewed to inform the capability review. |
| Why does the Commission collect your personal information? | The APSC is collecting your personal information for the purpose of administering the future-focused Capability Review of an agency. The information you provide assists the team undertaking the review to develop findings on the organisational capability of the agency being reviewed. |
| What would happen if the Commission did not collect your personal information? | If the APSC did not collect your personal information, you would be unable to participate in the Capability Review. |
| Who will the Commission disclose your personal information to? | The Commission will not disclose your personal information to external parties. Aggregate data which is not attributable to you may be shared with the agency being reviewed. |
| Access to and correction of your personal information | The APSC’s [Privacy Policy](https://www.apsc.gov.au/apsc-privacy-policy-part) contains information about how you may access and seek correction of personal information about you that is held by the APSC.  You can contact the APSC to find and remove your response. You can contact the APSC by emailing [capabilityreviews@apsc.gov.au](mailto:capabilityreviews@apsc.gov.au). |
| Privacy complaints | The APSC’s Privacy Policy contains information about how you may enquire about a breach of the Australian Privacy Principles and how the APSC will deal with complaints. |
| Overseas disclosure of your personal information | Your personal information will not be disclosed to any overseas parties. |

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