# 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.

| Employment Policy advice service – APP 5 Notice |
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| Who is collecting your personal information? | Your personal information is collected by the Australian Public Service Commission (the Commission). |
| Collection of your personal information | We may collect personal information that you provide to us when you contact the Employment Policy advice service by telephone or email.If we contact you about your enquiry we may collect personal information that you provide to us. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the Australian Public Service under the section 41 of the *Public Service Act 1999*. |
| Why does the Commission collect your personal information? | We collect personal information about you to enable us to respond to your enquiries. |
| What would happen if the Commission did not collect your personal information? | You may enquire or seek advice anonymously using a pseudonym.However, if you choose not to provide your personal information the Employment Policy advice service may not be able to provide a tailored response to your enquiry, or deal properly with any subsequent enquiries you may raise. |
| Who will the Commission disclose your personal information to? | In general, we will not disclose the personal information we collect.However, please note that if we need to consult with other people about your enquiry, it may be apparent to those people that you have contacted the Employment Policy advice service. |
| 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 unlikely that your personal information will be disclosed to any overseas recipients. You will be notified if this is the case. |

# Contact details

If you wish to contact the APSC about a privacy-related matter, including questions about this notice, please contact the APSC’s Privacy Contact Officer by one of the following methods:

* **Post**Privacy Contact Officer
Australian Public Service Commission
GPO Box 3176
CANBERRA ACT 2601
* **Email**privacy@apsc.gov.au