



# Capability Review Program – Staff Survey

## APP5 Notice

### Your personal information

The Australian Public Service Commission (the 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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Who is collecting your personal information?	Your personal information is being collected by the Australian Public Service Commission (the Commission). The Commission's contact details are provided in the Commission's <a href="#">Privacy Policy</a> .
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 Australian Public Service (APS). Your information is collected for the purpose of the Public Service Commissioner's functions under paragraph 41 of the <i>Public Service Act 1999</i> (the Act).
Why does the Commission collect your personal information?	The Commission collects your personal information for the purpose of undertaking a capability review. 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 Commission did not collect your personal information, you would be unable to participate in the staff survey.
Who will the Commission disclose your personal information to?	Access to the information you provide will be limited to the Senior Review Team engaged to undertake the review and a small number of Commission staff supporting the Senior Review Team. Where possible, data is de-identified before it is used for analysis.  Aggregated data from the survey may also be provided to the agency being reviewed.  Only de-identified or aggregated information will be included in the final review report.

Access to and correction of your personal information.	The Commission's <a href="#">Privacy Policy</a> 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 <a href="#">Privacy Policy</a> 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 likely that your personal information will be disclosed to any overseas recipients.

## Contact details

You can contact the Commission regarding the Capability Review Program by emailing [CapabilityReviews@apsc.gov.au](mailto:CapabilityReviews@apsc.gov.au).