# 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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| Disability Employment Best Practices Basecamp Forum – APP 5 Notice | |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission. The Commission’s contact details are listed on our website: <http://www.apsc.gov.au/about-the-apsc/contact-us> |
| Collection of your personal information | Your personal information was used to enable you to join the Disability Employment Best Practices Basecamp online forum. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Under subsection 41(2)(d) and (h) of the *Public Service Act 1999*, the Commissioner has the function to foster an APS workforce that reflects the diversity of the Australian population and to provide advice to assist Agencies on public service matters. |
| Why does the Commission collect your personal information? | The Commission collects your personal information for the purpose of facilitating membership of the online Basecamp forum. Your personal information is used to allow the Commission to contact you and provide with relevant information via the Forum about Disability Employment Best Practices and to enable information sharing between members. |
| 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 online Disability Employment Best Practices Basecamp forum. |
| Who will the Commission disclose your personal information to? | Your personal information is disclosed to other members of the APS Disability Employment Best Practices forum. |
| 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. | Basecamp is a web-based project management and collaboration tool hosted overseas in the United States of America. |