# 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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| Diversity and Inclusion – enquiries and advice – 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 | The Commission may collect personal and/or sensitive information that you provide to us when you contact the Diversity and Inclusion team by telephone or email­. If we contact you about your enquiry we may collect personal and/or sensitive 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 APS. Under subsection [41(2)(d) of the *Public Service Act 1999*, the Commissioner has the function to foster an APS workforce that reflects the diversity of the Australian population. |
| 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 or using a pseudonym.However, if you choose not to provide personal information then the Diversity and Inclusion team 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. |
| 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 not likely that your personal information will be disclosed to any overseas recipients. |