# 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.

| SCLLD Accredited Program Enrolments (RTO) – APP 5 Notice | |
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| 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 below. |
| Collection of your personal information | Your personal information was provided by you or your agency in the form of a faxed or emailed program registration form or via the APSC online registration process through use of our Learning Management System (Capabiliti). |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Your information is collected for the purpose of the Public Service Commissioner’s functions under the Public Service Act 1999, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. |
| Why does the Commission collect your personal information? | Your personal information is used for course administration purposes and to assist with statistical analysis and evaluation of programs. The APSC is required to report on data from accredited programs for Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) reporting and may approach agencies for information. This information may be provided to AVETMISS for user choice funding or the Australian Skills Quality Authority (ASQA) for RTO purposes. |
| 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 accredited programs. |
| Who will the Commission disclose your personal information to? | Your information may be used to distribute information about Commission–run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. Your information may be disclosed to third party bodies/providers for the purpose of course administration. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes.  If you do not wish to have your information used for marketing purposes email nationalcalendarteam@apsc.gov.au  The APSC is required to report on data from accredited programs for Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) reporting and may approach agencies for information. This information may be provided to AVETMISS for user choice funding or the Australian Skills Quality Authority (ASQA) for RTO purposes. |
| 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. |