# 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.

| Senior Executive Service (SES) staffing arrangements – 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 | Your personal information was provided to the Commission by you, your employing agency or an agency seeking the Australian Public Service (APS) Commissioner (or in his capacity the Australian Parliamentary Service Commissioner) endorsement of a recruitment decision for a vacancy for which you have applied, or in relation to another SES staffing matter. |
| Authority for collection of personal information | The APS Commissioner has responsibilities under the *Public Service Act 1999* (PS Act) and the *Parliamentary Service Act 1999* (Parliamentary Service Act) in relation to SES staffing arrangements.  Under the PS Act, the APS Commissioner also issues directions about the APS Values, the APS Employment Principles and other APS employment matters.  The Commission operates an SES redeployment register to facilitate the movement of APS SES employees identified as displaced, or potentially displaced, and who have expressed interest in continuing to work in the APS. The SES redeployment register supports the government’s *Interim arrangements for APS recruitment* policy. |
| Why does the Commission collect your personal information? | The Commission assists the APS Commissioner in ensuring that relevant standards and policies have been applied in discharging his responsibilities under the PS Act and Parliamentary Services Act in relation to SES staffing arrangements, including:   * SES selection * SES retirement * SES termination * SES redeployment * SES performance management * SES cap; and * SES remuneration |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information it would not be able to provide support to the APS Commissioner in making informed decisions in discharging his responsibilities under the PS Act and the Parliamentary Services Act. |
| Who will the Commission disclose your personal information to? | Your personal information will be disclosed to, where relevant:   * your employing agency * an agency seeking the APS Commissioner’s endorsement of a recruitment decision for a vacancy for which you have applied * an agency undertaking recruitment action wishing to consider any potentially suitable SES employees who have been referred to the SES redeployment register; or * an appropriate direction in accordance with legislation. |
| 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. |

# 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  
  16 Furzer Street  
  WODEN ACT 2606
* **Email**privacy@apsc.gov.au
* **Telephone**02 6202 3735