# 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.

| APSC Workplace Relations – Contact Lists – 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).  The Commission’s Workplace Relations Group develops, implements, and advises on work place relations policy in Australian Government employment. In carrying out these activities, the Commission engages with agencies for the purpose of communicating with stakeholders and providing advice. |
| Collection of your personal information | Your personal information was provided to the Commission by your agency in response to the Commission’s request for the contact details of employees whose roles encompass workplace relations. Alternatively, your personal information was provided voluntarily by you or sourced from information made public on an Australian Government website, e.g. the Australian Government Directory. |
| Why does the Commission collect your personal information? | The Commission collects your personal information for the purpose of communication and consultation on workplace relations matters, e.g. workplace bargaining, award modernisation. Your personal information is used to enable the Commission to contact you to provide advice and to obtain your feedback on workplace relations matters. |
| What would happen if the Commission did not collect your personal information? | If we did not collect your personal information we would be unable to communicate with you. You would also be unable to obtain tailored advice or provide feedback on workplace relations matters affecting your agency. |
| Who will the Commission disclose your personal information to? | Your personal information will be disclosed to employees of the Commission whose role it is to manage and communicate with agency networks on employment related matters, and to other agency contacts on the relevant contact list, i.e. APS employees with similar roles to your own. |

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| 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. |