To request this document in another format including audio file please contact GradAccess@apsc.gov.au or call the GradAccess and NextStep phone line on 02 6202 3966.

# 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.

| GradAccess and NextStep– APP 5 Notice |
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| Who is collecting your personal information? | Your personal (including sensitive) information is being collected by the Australian Public Service Commission (the Commission). |
| Collection of your personal information | Your personal information will be collected directly from you when you fill out and submit your GradAccess and/or NextStep application form and any other information you provide in connection with the recruitment process managed by the Commission.  |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of employment-related functions including to foster an APS workforce that reflects the diversity of the Australian population under section 41(2)(d) of the *Public Service Act 1999*. GradAccess and NextStep are two of a number of activities conducted by the Commission to improve the employment experience of people with disability in the Australian Public Service (APS).  |
| Why does the Commission collect your personal information? | The Commission collects your personal information for the purpose of conducting and administering the GradAccess and NextStep programs. |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information, the GradAccess and NextStep team would be unable to contact you to tell you about your progression through the assessment process. This would mean that you would be unable to participate in the GradAccess or NextStep program. |
| Who will the Commission disclose your personal information to? | Your personal information will be disclosed to:* public sector bodies and organisations participating in the GradAccess and/or NextStep programs;
* persons involved in the assessment and approval of recruitment decisions for GradAccess and/or NextStep.

Your personal information may be disclosed to:* employers and education institutions to verify your qualifications and experience;
* your nominated referees;
* managers who have a ‘similar vacancy’ (as defined at clause 2.5 of the *Australian Public Service Commissioner’s Directions 2013*). Your personal information will only be shared with managers who have a ‘similar vacancy’ if you have agreed on the application form for your information to be shared.

If your GradAccess application is successful, your personal information will be disclosed to the employing APS agency to administer your employment.If your NextStep application is successful, your personal information will be disclosed to the employing agency to administer your employment, and persons involved in the administration and delivery of the Certificate 3 in Government training program.  |
| Access to and correction of your personal information | If you believe that you provided incorrect personal information to the GradAccess and NextStep team, or that your personal information has been recorded incorrectly, you can contact the GradAccess and NextStep team via GradAccess@apsc.gov.au or on 02 6202 3966 to review and correct 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.  |