# 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.

| Collection of Personal Information – International Team |
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| Who is collecting your personal information? | Your personal information is being collected by the International Team. The International Team collects personal information about suppliers with suitable expertise to support the APSC’s international programs, as well as visiting international delegations, to ensure briefings and presentations are appropriately targeted to delegations’ needs. |
| Collection of your personal information | The International Team collects personal information that informs the selection of experts who deliver activities related to international programs, and targets briefings to visiting international delegations. The information is typically related to qualifications, work experience and employer details collected through CV’s and, in the case of visiting international delegations, an application form. Where a supplier travels abroad on behalf of the International Team, the information collected may include medical data and details for an emergency contact.  |
| Authority for collection of personal information | One of the APS Commissioner’s functions, under s 41(2)(i) of the Public Service Act 1999, is to “work with other governments (including foreign governments) on matters relating to public sector workforce management, leadership and career management”. To deliver on this function, the International Team may collect personal information to source suitable expertise and to prepare relevant briefings to foreign government delegations. |
| Why does the International Team collect your personal information? | The International Team collects your personal information for the purpose of providing Supplier personnel CVs to assist the team to determine if it wishes to engage the supplier. The CVs from visiting international delegations are collected for the purpose of targeting briefings and presentations to the interests and learning objectives of delegation members.  |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information (CVs), the International team would be unable to procure your services for the conduct of international program activities and/or provide high quality relevant briefings to delegations.  |
| Who will the Commission disclose your personal information to? | Supplier personnel CVs will be provided to International Team members and APSC Executive involved in procuring specific skill sets for international activities. Personal information about visiting international delegation members will only be provided to International Team members, APSC Executive and relevant presenters.  |
| Access to and correction of your personal information. | The *Freedom of Information Act 1982* gives you the right to see the personal information we hold about you, with some exceptions. Under the Australian Privacy Principles you can contact us at any time and ask us to amend your information if you consider it is inaccurate or incomplete. |
| 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. | The Commission will only disclose supplier personnel information if the supplier has agreed to make the information accessible through the Commission’s website which would allow an overseas entity to access the information (CVs). |