| **Leading Digital Transformation Program – APP 5 Notice** |
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| Who is collecting your personal information? | ThinkPlace are collecting your personal information on behalf of the Australian Public Service Commission. ThinkPlace is contracted by the Commission to assess digital leadership mindset. As part of the contractual arrangements, ThinkPlace may use subcontractors or agents to collect your personal information.The Commission’s contract requires ThinkPlace, its officers, employees, agents and subcontractors to comply with the *Privacy Act 1988* and not do anything, which if done by the Commission, would breach an Australian Privacy Principle in that Act. |
| Collection of your personal information | ThinkPlace and Adapt2Digital collect your personal information directly from you. |
| Authority for collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the APS. Under subsection 41(1)(i) and (j) of the *Public Service Act 1999*, the Commissioner has the function of coordinating and supporting APS-wide training and career development in the APS, and fostering leadership in the APS. |
| Why does the Commission collect your personal information? | The Commission collects your personal information for leadership development purposes. The Commission is currently implementing the Leading Digital Transformation Program. As part of this program, participants are asked to participate in the Digital Leadership Mindset Assessment. The DLMA report is shared with you – the participant. A summary of cohort *themes* is shared with the program manager and program facilitators to assist them in shaping the Leading Digital Transformation program elements you will participate in.  |
| What would happen if the Commission did not collect your personal information? | If the Commission and ThinkPlace did not collect your personal information, you would be unable to participate in the Commission’s Leading Digital Transformation program elements. |
| Who will the Commission disclose your personal information to? | The Commission and ThinkPlace will not disclose your information to other entities. A summary of cohort *themes* is shared with program facilitators from ThinkPlace and Silverstone Edge to assist them in shaping the Leading Digital Transformation program elements you participate in. |
| Access to and correction of your personal information. | The ThinkPlace privacy policy contains information about how you may access and seek correction of personal information about you that held by ThinkPlace. The Commission’s privacy policy contains information about how the Commission supports and aligns with the requirements of the Privacy Act. |
| 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. | Your personal information will be disclosed to overseas recipients. Results of the Leadership Profile are held with Adapt2Digital based in the United Kingdom who maintains a site hosted in Canada (GDPR approved). Adapt2Digital is contracted by ThinkPlace to conduct the Digital Leadership Mindset Assessment.  |