# 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.

|  |  |
| --- | --- |
| APS Excellence in Professional Regulation Pilot Program | |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission (the Commission) and through its contracted third party providers, including but not limited to, the *University of Canberra, Converlens* and *Lever – Transfer of Learning*. |
| Collection of your personal information | The Commission is collecting your personal information from:   * you or your agency as part of the program registration process; * you or your team member providing your details to *Lever – Transfer of Learning* as part of the Coach M on-boarding process; or * you providing your details to *Converlens* for the purposes of completing evaluation surveys |
| Authority for the collection of personal information | The Australian Public Service Commissioner has a number of functions relating to the Australian Public Service (APS) under the *Public Service Act 1999* (the Act). The Commission may authorise the collection of your personal information to support these functions, namely to:   * foster, and contribute to, leadership, high quality and development and career management in the APS (paragraph 41(2)(a) of the Act). |
| Why does the Commission collect your personal information? | The Commission collects your personal information for program administration and delivery purposes and to assist with statistical analysis and evaluation of programs.  The information you provide will be used to evaluate the success of elements of the APS Excellence in Professional Regulation Pilot Program and to make improvements to the program design and delivery for future cohorts. |
| What would happen if the Commission did not collect your personal information? | If the Commission, or any of its contracted third party providers, did not collect your personal information, you would be unable to participate in the APS Excellence in Professional Regulation Pilot Program. |
| Who will the Commission disclose your personal information to? | Your personal information may be disclosed for administration, statistical analysis and evaluation of programs. Some details may be disclosed to your agency for administrative and statistical/monitoring purposes only.  Your personal information may also be disclosed to other third party bodies or providers for the purpose of program delivery. This may include facilitators and program venue hire staff for example.  The Commission will be using a third party, *Converlens*, to provide the platform on which evaluation data will be submitted and hosted. Your personal information will be stored by this third party provider. For more information please see their [privacy policy](https://converlens.com/privacy.html).  The Commission will be using a third party, *Lever – Transfer of Learning*, to provide the ‘Coach M’ solution which will form part of certain elements of the program. Your personal information will be stored by this third party provider. For more information please see their [privacy policy](https://transferoflearning.com/privacy-policy/) and the [Mobile Coach privacy policy](https://mobilecoach.com/mobile-coach-privacy-policy/).  The *University of Canberra* will be administering and delivering parts of this program on behalf of the Commission. Your personal information will be stored by the University of Canberra (or third-party platforms on which the University of Canberra content is hosted).  Learning Uncut has been engaged to design, develop and lead evaluation of the APS Excellence in Professional Regulation Pilot Program. Your personal information will be disclosed to this provider to undertake program evaluation.  Data will be aggregated and personal information removed prior to any other disclosure on completion of the pilot.  The Commission has required all of its contracted third party providers to comply with the Privacy Act 1988 (the Act), and not do anything, which if done by the Commission, would breach the Australian Privacy Principles in that Act. |
| Access to and correction of your personal information. | The Commission’s [privacy policy](https://www.apsc.gov.au/apsc-privacy-policy-part) contain 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](https://www.apsc.gov.au/apsc-privacy-policy-part) contains information about how you may complain about a breach of the Australian Privacy Principles and how complaints are dealt with. |
| Overseas disclosure of your personal information. | It is not likely that your personal information will be disclosed to any overseas recipients. |