

**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.

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| APS Capability, Diversity, and Inclusion bespoke data collections |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission (the Commission). The Commission’s contact details are listed on our website: <http://www.apsc.gov.au/about-the-apsc/contact-us> |
| Collection of your personal information | The Commission is collecting your personal or sensitive information on: * you or your agency
* you and your possible diversity markers (including but not limited to racial or ethnic origin, gender, sexual orientation or sexual practices, health information and education and socio-economic status)
* you as you provide your details on third party collection programs such as Microsoft Teams/Forms, Qualtrics, Miro Board, or Converlens (for the purposes of completing surveys, focus groups/interviews, action plans, or research)
* you when you contact the Inclusion Team through phone or email. If we contact you about your enquiry we may collect personal and/or sensitive information that you provide to us
* you as you provide details during your participation as a project participant in various project teams, including as an employee or secondee.
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| Why does the Commission collect your personal information? | The Commission collects your personal information to assist with statistical analysis and evaluation of learning and development, diversity and inclusion strategies, and development of new governance. The information you provide will be used to determine how the APS is progressing in strengthening capability, diversity, and inclusion and to evaluate the success of the APS endorsed programs, action plans, strategies and activities. The information you provide can also be used to identify emerging diversity groups, barriers, issues or challenges experienced by current and potential APS employees. In order to support these purposes the Commission will establish various project teams (consisting of Commission staff and other Commonwealth employees) which will provide input and feedback to support the Commission’s objectives. The Commission will also collect personal information from the individuals on these project teams in manner consistent with this collection notice.We collect personal information about you to enable us to respond to your enquiries. |
| 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, the APSC would not be able to disaggregate data into specific diversity cohorts. It could not accurately analyse it to determine where capability, diversity, and/or inclusion progress have been made or what barriers may exist, and will not be able to develop tailored advice and guidance to individuals or agencies to strengthen capability, diversity, and/or inclusion. You can opt out of any survey or research data collections by deciding not to complete the survey or participate in the acitivies or research. If you have commenced a survey or research, and wish to opt out, you can email Diversity@apsc.gov.au to remove your submissions to date.  |
| Who will the Commission disclose your personal information to? | Your personal information may be disclosed for administration, statistical analysis and evaluation of APS endorsed programs, action plans, strategies and activities. Some de-identified details may be disclosed to your agency for administrative and statistical/monitoring purposes only. Data will be aggregated and de-identified prior to any release to other third party bodies or providers engaged by agencies for the purpose of program, action plan, strategy or activity development or evaluation. Third party groups may include:* consultants and consultancy businesses;
* non-government organisation groups;
* non for profit diversity and inclusion representative groups or bodies;
* Universities or research bodies; and
* Other state or territory Public Service Commissions undertaking cross state projects.

The Commission will be using third party data collection services from, Microsoft Forms, Qualtrics, Miro Board, and Converlens to provide the platform on which data will be captured and hosted. Your personal information will be stored by this third party provider, some of whom may transfer and store information overseas. For more information please see their respective privacy policies: Qualtrics (hosted in Australia): [privacy policy](https://www.qualtrics.com/privacy-statement/)Microsoft GovTeams (hosted in Australia): [privacy policy](https://www.govteams.gov.au/support/get-started/security-privacy/privacy)Miro Board: [privacy policy](https://miro.com/legal/privacy-policy/)Converlens: [privacy policy](https://converlens.com/privacy.html) |
| 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. | Please be aware your personal information may be disclosed to overseas recipients. We recommend that you read the Commissions Privacy policy and the privacy policies of the Commission’s third party providers (Qualtrics, Microsoft GovTeams, Miro Board and Converlens). These providers may disclose your information to entities overseas. |
| Contact  | For further information on this collection notice, please email Diversity@apsc.gov.au  |