# APS Academy – Learning Experiences – APP 5 Notice

## Your personal information

The Australian Public Service Commission collects information about individuals to facilitate the fulfilment of its functions. You can find the Commission’s privacy policy on the internet at:

* [www.apsc.gov.au/privacy](http://www.apsc.gov.au/privacy)

Below are further details regarding the collection of your personal information.

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| APS Academy - Learning Experiences – APP 5 NoticeThe responsibilities of the Australian Public Service Commissioner include fostering and contributing to leadership, facilitating learning and development and uplifting capability and skills across the Australian Public Service.  |
| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission (Commission).  |
| Collection of your personal information | The Commission is collecting your personal information directly from you, your manager or your agency and any learning experience partners as part of accessing and partaking in learning experiences.The Commission collects information provided during registering to learning applications, sign-up for mailings lists, registration of learning experiences or through feedback submissions.The Commission may request your emergency contact details. By providing this information, you acknowledge your understanding and consent to its use for emergency communication purposes only. |
| Authority for collection of personal information | The Australian Public Service Commissioner (Commissioner) holds several functions relating to the Australian Public Service (APS). To fulfil these functions, the Commissioner may need to collect, use or disclose your personal information.The Commission is notifying you under this notice that the following Commissioner functions provide authority for the Commission to collect, use or disclose your personal information:* to foster and contribute to the leadership, high quality learning and development and career management in the APS under paragraph 41(1)(a) of the *Public Service Act 1999*;
* to provide advice and assistance to agencies on public service matters under paragraph 41(2)(h) of the *Public Service Act 1999*;
* to provide learning and development programs under section 57 of the *Public Service Regulations 2023*.
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| Why does the Commission collect your personal information? | The Commission is collecting your personal information for the purposes of for administering, delivering, coordinating, evaluating and improving learning experiences. |
| What would happen if the Commission did not collect your personal information? | Without the collection of your personal information, you would not be able to access and engage in Commission and related government entity and third party learning experiences through the Commission’s learning applications.If completion of a learning experience is a requirement of your employment, you may not be able to meet the minimum requirements of your employment and you should contact your employing agency to discuss your options. |
| Who will the Commission disclose your personal information to? | The Commission partners with various government entities and third parties and may disclose your personal information to administer, deliver, coordinate, evaluate and improve learning experiences with these other entities. Where possible, the Commission may de-identify information it discloses to these entities.Government entities and third parties may include facilitators, practitioners, learning institutes, vendors, guest speakers, alumni, community of practice, leadership boards (e.g. Secretaries Talent Council) and participants.  |
| Access to and correction of your personal information | The Commission’s [Privacy Policy](https://www.apsc.gov.au/privacy/apsc-privacy-policy-part-a) includes details on how you can access and request corrections to your personal information 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 the Commission deals with complaints. |
| Overseas disclosure of your personal information | The Commission collaborates with different international government entities and learning institutes and in doing so may need to disclose your personal information to these entities and institutes. These entities and learning institutes are located in a number of countries, including United States of America, Singapore, and United Kingdom. |

## Contact details

You can contact the Commission about our learning experiences by emailing APSAcademy@apsc.gov.au