# 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 Employment Database - APSED – APP 5 Notice |
| --- |
| Who is collecting your personal information? | APSED is a database maintained by the Australian Public Service Commission (the Commission). It contains information on employment, diversity and education of all people employed under the *Public Service Act 1999* (the PS Act) and former employees of the Australian Public Service (APS).  |
| Collection of your personal information | Your personal and sensitive information is provided to the Commission by your agency in response to the Commission’s request to agencies to provide data to APSED as per the specifications in the *APS Employment Database Manual and Specifications.* Sensitive data collected includes:* Aboriginal and/or Torres Strait Islander status
* Country of birth, year of arrival in Australia, first language spoken, main first non-English language, mother and fathers first language
 |
| Authority for collection of personal information | The Australian Public Service Commissioner (the Commissioner) has a number of functions relating to the APS. Under paragraphs 41(1)(c) and 41(2)(c) of the *Public Service Act 1999*, the Commissioner may authorise the collection of your personal information to support these functions, namely:* monitoring, reviewing and reporting on APS capabilities within and between Agencies to promote high standards of accountability, effectiveness and performance; and
* developing, reviewing and evaluating APS workforce management policies and practices and maintain appropriate databases.

Under section 54 (1) of the *Australian Public Service Commissioner’s Direction 2022,* an Agency Head must ensure that there are measures in place to collect information from each employee of the agency, and to give information that is collected to the Commissioner. In seeking information in relation to diversity, educational qualifications and prior employment, an Agency Head must allow APS employees to provide a response of “choose not to give this information”. |
| Why does the Commission collect your personal information? | The Commission collects your personal information for the purpose of providing aggregated statistics used to support the State of the Service Report and produce the APS Statistical Bulletin. It is also used to provide information on staffing, including trends in the size, structure and composition of the APS. It contributes to research and evaluation work on the changing nature of the APS and the impact of people management policies on the structure of the APS. This, in turn, assists agencies to formulate their people management policies and practices. Records may be used when samples are extracted from the database to be used in research on relevant employment policies, including for the annual SOS employee census. This research may involve using the sample to compile mailing lists inviting employees to take part in the research. These mailing lists may also be used to provide results of this research to employees in the target group from which the sample was drawn.Information on the database may also be used to cross-check or validate information in other Commission data collections, in particular in relation to learning and development and Senior Executive Service employees and validating data for the APS Remuneration Census. Data is occasionally used to assist with other functions of the Commissioner or the Merit Protection Commissioner.Data may be used to assist in workforce planning by individual agencies accessing data through the APSED Internet Interface (APSEDII).Aggregated data may also be made available upon request and on a cost recovery basis to bona fide researchers as an input to research and policy development. |
| What would happen if the Commission did not collect your personal information? | Agencies are required to report data to the Commission for all staff employed under sections 22 and 72 of the PS Act, former employees of the APS and Agency Heads. |
| Who will the Commission disclose your personal information to? | Your personal information may be disclosed to current and/or previous agencies in order to validate, resolve or correct the data held on APSED.Your personal information may be disclosed to the Australian Bureau of Statistics (ABS) for the purposes of linking with the Person Level Integrated Data Asset (PLIDA) in a secure environment, with de-identified data available to authorised researchers.Further circumstances include where such disclosure is required or authorised by or under law or where the disclosure is reasonably necessary for the enforcement of the criminal law. |
| Access to and correction of your personal information. | You can access or correct your personal information held on APSED by emailing APSED@apsc.gov.au. To confirm your identity, details such as full name, date of birth, AGSN (if available) and agencies worked for are requested.The Commission’s [Privacy Policy](https://www.apsc.gov.au/privacy) contains 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/privacy) 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 is unlikely to be disclosed to overseas recipients. No personally identifiable information from APSED is disclosed to overseas participants from within the ABS PLIDA environment. International researchers may apply to become analysts of APSED data within PLIDA. If approved under the [Five Safes framework](https://www.abs.gov.au/about/data-services/data-confidentiality-guide/five-safes-framework), access would only be given to data without direct identifiers which is not likely to identify a person ([PLIDA Privacy Statement | Australian Bureau of Statistics](https://www.abs.gov.au/about/legislation-and-policy/privacy/privacy-abs/plida-privacy-statement#:~:text=Personal%20information%20in%20the%20PLIDA%20is%20not%20disclosed%20to%20overseas,likely%20to%20identify%20a%20person.)). |