



## 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.

The Executive Programs Impact Evaluation – Australian Privacy Principle 5 Notice	
Who is collecting your personal information?	<p>Your personal information is being collected by the Australian Public Service Commission (the Commission). The Commission's contact details are: <a href="mailto:privacy@aspc.gov.au">privacy@aspc.gov.au</a></p> <p>The APSC requires all contracted third-party providers to comply with the <i>Privacy Act 1988</i> (the Act), and not do anything, which is done by the Commission, which would breach the Australian Privacy Principles in the Act.</p>
Collection of your personal information	<p>The Commission collects your personal information directly from you, your manager(s), your supervisor(s) and your peers (colleagues at the same employment level that have been identified by the participant as someone they have worked closely with). This may include personal information collected from your annual performance management reviews, 360-degree feedback leadership assessment, and APS census results.</p> <p>On a voluntary basis, the Commission may conduct interviews during the evaluation process and collect your personal information during the interview.</p>
Authority for collection of personal information	<p>The Australian Public Service Commissioner has several functions relating to the Australian Public Service authority of collection of personal information. These are stated under sections 41(1) and 41(2) and 44 of the <i>Public Service Act 1999</i> and the <i>Australian Public Service Commissioner's Directions 2013</i>.</p> <p>Under this authority, the APSC is collecting your personal information to foster, and contribute to, leadership, high quality learning and development and career management in the APS (paragraph 41(2)(a) of the Act).</p>
Why does the Commission collect your personal information?	<p>The Commission collects your personal information to administer and evaluate the SES Leadership Programs. Your personal information is used to:</p> <ul style="list-style-type: none"><li>• Assess the long-term value SES Leadership Programs have on participants.</li><li>• Qualify your individual and senior executive service performance improvement impacts.</li><li>• Identify opportunities for program improvement to ensure program quality and appropriateness over time.</li></ul>

What would happen if the Commission did not collect your personal information?	If the Commission did not collect your personal information, you would be unable to participate in this evaluation exercise. Further, any reduced participation would impact the usefulness of the longitudinal evaluation process.
Who will the Commission disclose your personal information to?	<p>Your personal information may be disclosed to your agency for administrative and statistical/monitoring purposes.</p> <p>The Commission may engage a third-party such as a contracted government consulting or training provider to support the evaluation of the SES Leadership Programs. Your personal information may be disclosed to the third-party provider for the purpose of supporting the evaluation, including undertaking the evaluation. Data will be aggregated, and personal information removed prior to any reporting upon completion of the evaluation.</p> <p>The kind of personal information that may be disclosed to your agency and/or third-party providers includes:</p> <ul style="list-style-type: none"> <li>• Your length of tenure in executive role.</li> <li>• The leadership program attended by you.</li> <li>• Your ratings and/or opinions relating to whether the program outcomes being successfully achieved.</li> <li>• Your ratings and/or opinions of your own growth and development over the stated period of time related to the program outcomes.</li> <li>• Your ratings and/or opinions of various components of the leadership program and relevance or not to role and development.</li> <li>• Your ratings and/or opinions from managers or peers.</li> <li>• Your performance reviews (i.e., 360 degree feedback and APS census results).</li> </ul>
Access to and correction of your personal information.	The Commission's <a href="#">Privacy Policy</a> 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 <a href="#">Privacy Policy</a> 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 not be disclosed to any overseas parties.