



Ways of working in the APS Survey

APP5 Notice

Your personal information

The Australian Public Service Commission (the 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.

Ways of working in the APS Survey – APP 5 Notice	
Who is collecting your personal information?	Your personal information is being collected by the Commission. The Commission's contact details are provided in the Commission's Privacy Policy .
Collection of your personal information	Your personal information (email address) has been sourced from the Australian Public Service Employment Database (APSED) for the purpose of sending a selection of APS employees an invitation to take part in the <i>Ways of working in the APS Survey</i>. Additional information relating to your classification and agency was sourced alongside your email address. Personal information comprising your responses to the <i>Ways of working in the APS Survey</i> is provided voluntarily by you.
Authority for collection of personal information	The Australian Public Service Commissioner has a number of functions relating to the Australian Public Service (APS). Under paragraph 41(1), 41(2) and 44 of the <i>Public Service Act 1999</i> (the Act), the Commissioner is authorised to collect personal information.
Why does the Commission collect your personal information?	The Commission is examining ways of working within the APS to better understand the experiences of APS employees. These insights will support agencies and the APS to equip employees with emerging digital workplace capabilities. The Commission collects your personal information for the purpose of administering the <i>Ways of working in the APS Survey</i>. Your email address is used to provide you with an invitation to participate in the survey. Additional information relating to your classification and agency will be used to produce aggregated data that will inform the work of the Commission. Any personal information you provide in your survey responses, including that provided in free text fields, will be used by the Commission to inform the work of the Commission.

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 the <i>Ways of working in the APS Survey</i> .
Who will the Commission disclose your personal information to?	The Commission will not disclose your personal information to external parties. Aggregated results or free text comments that cannot be attributed in any way to any individual may be published by the Commission or provided to agencies. A selection of aggregated agency level results may be provided to agencies when there are enough respondents to ensure privacy is upheld. Datasets will not be shared outside the Commission.
Access to and correction of your personal information.	The Commission's Privacy Policy 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 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.	It is not likely that your personal information will be disclosed to any overseas recipients.

Contact details

You can contact the Commission regarding the *Ways of working in the APS Survey* by emailing research@apsc.gov.au.