



# Privacy Statement

## 2024 Your Voice, Your Workplace Staff Engagement Survey

Council is committed to protecting the privacy of its staff.

Staff email addresses and work unit information have been securely provided to BPA Analytics to enable them to send unique access links to staff inviting them to complete the 2024 Staff Engagement Survey. Staff details will be securely destroyed by BPA Analytics at the conclusion of the survey process.

Identifying personal information will only be used and disclosed as authorised by law. The survey can be completed anonymously as survey responses are not linked to individuals and results are reported by workgroup.

Results will only be reported at the work unit level where there are 10 or more responses, otherwise it will be reported at the reporting level above for example at the Department or Directorate level. If a respondent chooses to include information identifying themselves or other officers in their responses, this content will not be reported to staff (except appropriate People and Culture staff).

BPA Analytics will hold and analyse the individual survey responses and provide a report to Council. Common themes of responses will be reported and responses will not be linked to individuals. The report will be used by People and Culture and management to inform workforce planning and identify strengths and areas for improvement in workplace functioning. A summary of the survey findings will be provided to staff.

Reminders will be sent during the census period by BPA Analytics and are automatically generated reminders.

For more detail about how the survey information will be handled, including how to request access to information, contact People and Culture or Council's privacy officer.

Further information about BPA Analytics information handling practices can be found at <https://bpanz.com/privacypolicy>.