

## GW Workplace Travel Survey Privacy Statement

### What this statement covers

Greater Wellington Regional Council (Greater Wellington) has created this privacy statement to explain how we deal with your personal information which is collected through the Workplace Travel survey.

### What personal information do we collect and for what purposes?

Greater Wellington is collecting your email, travel information and comments from you directly. From the survey questionnaire.

The purposes for collecting this information are to understand how you travel to work; utilise work facilities and any barriers you have to using active travel modes or public transport for work trips. The personal information we collect is anonymised and aggregated.

The survey results are aggregated to understand and monitor trends in travel for the GW workforce – with some analysis at the different Greater Wellington workplaces. These results are used to inform workplace planning and travel initiatives.

Participating in the travel survey is voluntary.

### Using your information

We will only use the personal information provided to us:

- For the purposes we collect that information (see above)
- For other reasons permitted by the Privacy Act 2020 (e.g. with your consent, for a directly related purpose, or where the law permits or requires this use).

### Data storage, security, and accuracy

Greater Wellington has implemented measures to ensure your personal information is kept safe and secure; is protected against loss, damage, misuse, and unauthorised access; is kept accurate, current, complete, and relevant; and is not misleading.

### Sending your information to others

The collected information will only be shared once it has been anonymised and aggregated. We will not include verbatim comments in the final report, the comments will be summarised in the report to represent themes. The final survey report will be shared with Greater Wellington Corporate Services and stakeholders.

### How long do we hold your personal information?

We will retain the personal information that we collect for one year or as required by law, and then we will destroy it.

## Accessing and correcting your personal information

You can:

- Ask us to confirm whether we hold personal information about you
- Request access to that information by emailing us at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz)
- If applicable, ask us to correct that information.

### Contact us

For further information about this privacy statement and our related information practices, please contact us on [travelchoice@gw.govt.nz](mailto:travelchoice@gw.govt.nz).

If you wish to access or correct your personal information, please contact our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

### Complaints

If you consider we have breached your privacy, or there is a privacy matter that we cannot resolve, first make a complaint to our Principal Privacy Officer at [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz).

If you are not satisfied with our response, you can then complain to the Privacy Commissioner at:

Phone      0800 803 909 (Monday to Friday 10am to 3pm)

Email      [enquiries@privacy.org.nz](mailto:enquiries@privacy.org.nz)

Post      Office of the Privacy Commissioner, PO Box 10094, Wellington 6143.