
STAFF TRAVEL SURVEY COVER PAGE

**Copy the text from this document and modify for your organisation.*

Insert a short description about your work place is conducting its travel survey, and what the goals might be. This survey will collect information on how people travel to/from the workplace, and what changes they are willing to make.

[Business name] is committed to minimising our environmental footprint and supporting a healthy and active community and workforce.

As part of this, to ensure our plans meet the needs of as many people as possible, we need an understanding of how you travel to work.

This survey should take less than 10 minutes to complete. If you have any questions, please contact [enter travel plan co-ordinator role] on [email and or phone].

Privacy statement:

We collect personal information from you, including information about your:

- name
- contact information

We collect your personal information in order to:

- measure staff members travel habits
- enter prize draw

Providing some information is optional. If you choose not to enter your address, we'll be unable to accurately measure travel times and the effectiveness of the travel plan.

- If you choose not to enter contact information we'll be unable to enter you into the contest.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [enter email of travel plan co-ordinator/contact].