

**Metropolis Research Pty Ltd
Confidentiality and Privacy Policy**

By:

**Metropolis Research Pty Ltd
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Introduction

Metropolis Research Pty Ltd understands the importance of ensuring that the information it collects is treated confidentially and is deeply committed to maintaining the privacy of the individuals and households it surveys. The Metropolis Research Pty Ltd *Confidentiality and Privacy Policy* is designed to facilitate these goals.

Process to ensure confidentiality and privacy

This section sets out the policies employed by Metropolis Research Pty Ltd governing the keeping of records and the management of information. These policies ensure that the confidentiality of information collected and the privacy of individuals and households surveyed is maintained at all times.

Records

- Records are kept of houses surveyed at the CCD level to enable the checking of field work. No records are kept linking individuals or households to specific surveys.
- No record is kept anywhere of the name of an individual who has been surveyed.
- Survey forms are destroyed following the completion of a project.

Privacy

- Metropolis Research Pty Ltd does not provide clients with a list of the properties surveyed.
- All Metropolis Research Pty Ltd privacy policies are in accordance with the Commonwealth *Privacy Act (1988)*.

Confidentiality

- Metropolis Research Pty Ltd survey forms advise residents of the following and its processes ensure that this is the case:

“Your completed form remains confidential to Metropolis Research Pty Ltd and will be destroyed after the data has been compiled. No information will be kept or released in a way that would enable an individual or household to be identified. Metropolis Research Pty Ltd will not provide any information on individuals or households to internal Council departments or any state or federal government departments.”