

## **Important information about the Worker Survey**

### **Who should complete the alcohol and other drugs Worker Survey?**

The 2016 survey aims to identify the size, structure and composition of the alcohol and drug workforce across Victoria and should be completed by employees working in this sector.

### **How long will it take to complete?**

The Worker Survey will take up to 20 minutes to complete.

### **What information is required to complete the survey?**

No preparation is required for you to undertake this survey.

### **How will the information be collected?**

The survey is being conducted in Survey Monkey.

### **When is the closing date for completing the Agency Survey?**

The survey should be completed by 5:00pm on Friday, 25 November 2016.

### **What will happen to the data?**

VAADA will collect responses on behalf of the department. All data will be kept confidential, except where disclosure is required by law.

### **Where will the data be stored?**

All data will be stored in a secure folder on the DHHS system, which has restricted access and can only be viewed by those approved to see your data.

### **Who will have access to the data?**

Due to the confidential nature of the data access will only be available to a limited number of people in the department, who need to see the data to develop reports and undertake analysis. This data is only being used for workforce development and workforce strategy purposes, and will not be provided to other areas of DHHS.

### **How will privacy and the security of the data be protected?**

The security of data and the privacy of individual organisations is vitally important to the department.

All the information you provide is confidential and is protected under our privacy laws and policies. The Privacy and Data Protection Act 2014 will apply to the collection, use, disclosure, storage and handling of data.

### **How will the data be reported?**

Departmental staff will analyse the de-identified data received from VAADA in partnership with a working group comprising sector representatives. Findings will be reported in an aggregate form to ensure that no single response is identifiable.

A report will be produced for distribution to the alcohol and drug workforce in 2017 and be made available online at the department's website.

### **Who can I call to get assistance?**

Please contact Sarah Nikakis, Project Officer at VAADA in the first instance on 03 9412 5607 or via e-mail [snikakis@vaada.org.au](mailto:snikakis@vaada.org.au).