

Privacy and the Online Commute Trip Reduction (CTR) Survey

Privacy of Employee Responses

The CTR survey software asks employees to register for the survey using their e-mail address. If the ETC has uploaded a list of e-mail addresses of employees who are to be surveyed, the survey software checks the e-mail address against this list.

Otherwise, the software checks the domain (e.g., abc.com) portion of the address against domains authorized to survey at the site. When an employee completes and submits a survey, the software creates a record of survey responses that is linked to the e-mail address that the employee entered. This link remains active while the worksite is conducting its survey. It allows the ETC to check response rates, correct errors, and edit surveys or delete incomplete surveys. ETCs have these same abilities when they use paper surveys.

Once the site has completed its survey, and the survey has been closed out and sent to the Washington State Department of Transportation for processing, the link is broken between e-mail addresses and individual survey records, and it is not possible to find any individual's survey record.

Use of Employee Email Addresses

The use of e-mail addresses is solely for the purpose of enabling the worksite and its employees to use the electronic survey. No further use is made of the e-mail addresses. They are not made available to other parties for any other use. Once the Washington State Department of Transportation has received and processed the results for a survey, it deletes the e-mail addresses from the online survey system.