# Promotion email from head of organisation

Send this email at least 1 week before the survey starts.

**[Subject line]**

People matter survey 2025: short edition is coming soon

**[Email copy]**

Dear <colleagues>

You’ll soon receive your invitation to take part in the People matter survey 2025: short edition.

The survey is a safe and anonymous way for you to have your say.

The short edition takes 10 minutes to complete and has a narrower focus on meeting our gender equality reporting requirements to provide to the Commission for Gender Equality in the Public Sector (CGEPS).

The survey will be open from **Monday 1 to Friday 19 September**.

We encourage you to be open and honest in your responses.

**Your privacy and anonymity**

The Victorian Public Sector Commission runs the independent survey and uses strict rules to protect your privacy and anonymity at every stage of the survey.

To protect you, they:

* use an anonymous survey link and everyone in our organisation receives the same survey link
* de-identify all survey response data provided to our organisation
* only provide our organisation with survey results for teams or demographic groups when they have 10 or more responses
* don’t collect your date of birth or employee ID
* don’t link free-text comment reporting to any other survey information.

All information is handled in line with Victorian and Commonwealth law.

Read the [People matter survey data collection statement](https://vpsc.vic.gov.au/peoplematterprivacy)  to find out more.

Regards

<Name>  
<Organisation head/title>