



## INFORMATION NOTICE

THE CENSUS, WHERE EVERYONE IS ACCOUNTED FOR.

### Population censuses provide us with information on the population of France and its administrative districts.

The results inform decisions made by public authorities in terms of collective facilities (schools, hospitals, etc.).

They also help professionals to make more accurate assessments of housing stock, help businesses get an accurate view of the available workforce and associations to better meet the needs of the population.

### This year, a census is being conducted in your area. Your answers will enable us to update the available data.

This notice provides instructions on how to take part in the population census of 2012.

Thank you for taking part.

### My answers are strictly confidential.

The census follows the procedures approved by the CNIL (Commission nationale de l'informatique et des libertés / French Data Protection Authority).

- Only INSEE is authorised to use the questionnaires.
- All the statistics produced are anonymous.
- All persons with access to the questionnaires, the census officers and town council personnel in particular, are bound by professional confidentiality.
- The information gathered cannot lead to any administrative or tax checks. In any case, this information is not distributed to any other bodies.



### My administrative district and INSEE are running this operation jointly.

The State is responsible for census-taking. Administrative districts prepare and conduct censuses. INSEE organises and oversees data collection, uses the questionnaires and distributes the results.

In order for the census results to be the best possible quality, it is essential that every person surveyed completes his or her questionnaire. **Participating in the census is a civic act. Under the terms of the law of 7 June 1951 as modified, it is also an obligation.**

## Why am I being asked to take part in a census this year?

**You live in an administrative district of less than 10,000 inhabitants:** these districts conduct exhaustive censuses every 5 years. The census will be conducted from **Thursday 19/01 to Saturday 18/02/2012**.

**You live in an administrative district of 10,000 inhabitants or more:** these districts conduct a survey of a sample of the population every year. Your address is part of the sample chosen for this year's census. The census will be conducted in all districts from **Thursday 19/01 to Saturday 25/02/2012**.

## Where should I be surveyed for the census?

You should take the census survey at your main place of residence, that is, where you spend more than six months of the year.

If the census officer contacts you in your second home, only fill out the accommodation sheet.

## Why do I have to answer such specific questions?

The information drawn from the answers of all those surveyed will lead to decisions being made in numerous areas.

Some examples of how the answers are used:

- **The question about the address of your place of work**  
--> provides information on the distance and time people travel to and from work in order to determine the means of transport to develop.
- **The question about the employer's name and activity**  
--> specifying your professional activity serves for numerous studies on employment.
- **Questions about comfort of housing**  
--> prepares the area's renovation policies.

Under no circumstances will your individual answers be distributed to any other bodies.

## The population census and me

**1. A census officer employed by my town council will come to my house.**

I will recognise him/her by the tri-coloured photo identification card signed by the mayor. S/he will give me the census questionnaires:

- one accommodation sheet for my household;
- an individual form for every person that lives in my house, irrespective of their age.

**2. I will read and fill out the documents that I have been given.**

The census officer will help me to fill these out if I want. I can also get assistance from someone who speaks my language.

**3. The census officer will arrange an appointment to come and collect the documents.**

If I am regularly absent from my place of residence, I can:

- put my completed questionnaires in an envelope and entrust them to someone who can give them to the census officer;
- put my questionnaires in an envelope and return them directly to my town council or to the INSEE head office in my region. The census officer can give me an envelope for this purpose.

At the end of the survey, the town council will send all the documents collected to the INSEE.

## To fill out my questionnaires:

- I will use a black or blue ball-point pen.
- I will not use a pencil or correction fluid.
- I will write legibly  
SAINT-MALO
- I will mark the relevant boxes
- I will write a figure in each box
- I will not cross out the other boxes, even if the question does not apply to me.
- I will not fold my questionnaires.

## I would like to know more

**The census officer and my town council are there to answer my questions.**

I can also check the website [www.insee.fr](http://www.insee.fr) and find all the information concerning the census and figures that have been brought up to date through the most recent surveys under the "Population census" section.