

Established:

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Next Review:

Responsible Unit: Research Ethics Board

Number of Pages: 1

WILL MY RECORDS BE KEPT PRIVATE?

Data collected in a web-based survey can never be guaranteed to be completely secure. However every effort will be made to ensure that your privacy and confidentiality is protected throughout the study.

The researcher will not collect your name or any other contact information.

[Choose which statements apply. Delete the ones that do not apply.]

- At no time will any specific answers be attributed to any participant. Internet protocol (IP) addresses will not be collected.
- In the event that IP addresses are collected, the Principal Investigator (PI) will ensure that the investigators will not be able to view the IP addresses of any of the responses.
- Only one (1) password to access the data exists; that password is held by the Principal Investigator (PI).
- All survey-related data is SSL encrypted when transmitted to/from the web server (similar to what banks use to transmit secure information).
- All survey-related data is encrypted when stored on the web server's storage system.
- All administrator access to the server is protected with strong passwords and where possible, firewall protection systems.
- [if any hard copies retained]* Data will be retained by the researchers in locked filing cabinets, for [specify number] ___ years, and shredded after that time.
- [Add any other relevant detail about the security measures for the data].*

You can help ensure anonymity, by taking the following precautions to clear all private data from the computer that you are using to respond to the survey:

- ⇒ Clear the Browsing History
- ⇒ Clear the Cache
- ⇒ Clear the cookies
- ⇒ Clear the authenticated session
- ⇒ LOG OFF

(If you are using Internet Explorer, the first 4 steps can be accomplished by going to Tools and selecting Delete Browsing History. Your application may have a similar system.)