

**Established:**

**Updated:** September 21, 2011

**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.)