Survey Privacy Statement Guidelines

Privacy Matters

As described by the University of Arizona Privacy Program: Privacy Matters, The University of Arizona ("University") respects and values the privacy of all individuals who engage with its programs and services. Privacy encompasses one's personal information, communication, environment, and physical being. We understand that advances in technology have heightened concerns about privacy. Through our privacy policies and statements, we strive to be transparent about our practices and the potential impact on individual privacy. As a public research institution, we balance privacy interests with our legal obligations and other important values, such as safety, accountability, and the pursuit of knowledge.

Consult additional resources on the University's Privacy site for more information about the University's approach to privacy.

Survey Privacy Statement

Providing a transparent notice to individuals about how and for what legitimate institutional or educational purposes personal information is collected, used, or disclosed through a survey privacy statement supports respondents' privacy and the University Privacy Statement. The survey project coordinator should then only collect, use and disclose the minimum amount of information necessary to accomplish the stated purpose.

The survey privacy statement should be made available at the beginning of the survey after respondents select the survey link in the survey recruitment materials.

Survey Privacy Statement Template 1
With Linked Educational or Demographic Records:
Qualtrics Single Sign-On (SSO) or Embedded Data from Contact List:
Edit the below based on your survey project's data collection techniques.

Thank you for participating in the [Survey Title]. To complete the survey, you will need to login using your NetID. Your personally identifiable information will not be used for any other purpose other than to [Briefly describe purpose of using survey responses to benefit respondents].

Your individual responses will not be available to anyone other than the data analyst creating a report(s). De-identified data, in the form of aggregate reports, will be shared with campus stakeholders and the broader campus community. We will not report any sample sizes that are less than 10 to support confidentiality.

Your personal identifiable information will be stored in secure systems and will only be used in ways that adhere to the University's stringent privacy and security policies. Visit the University's Privacy website to learn more about the University's privacy statements and guidelines.

Note for Single Sign-On (SSO): The authentication should come after the survey privacy statement as shown below

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Survey Privacy Statement Template 2
With No Linked Educational or Demographic Records:
Respondent Information Connected (Only Location, Email)
Edit the below based on your survey project's data collection techniques.

Thank you for participating in the [Survey Title]. Your personally identifiable information will not be used for any other purpose other than to [Briefly describe purpose of using survey responses to benefit respondents].

Your individual responses will not be available to anyone other than the data analyst creating a report(s). De-identified data, in the form of aggregate reports, will be shared with campus stakeholders and the broader campus community. We will not report any sample sizes that are less than 10 to support confidentiality.

Your personal identifiable information will be stored in secure systems and will only be used in ways that adhere to the University's stringent privacy and security policies. Visit the University's Privacy website to learn more about the University's privacy statements and guidelines.

Survey Privacy Statement Template 3
with Completely Anonymous Responses
Edit the below based on your survey project's data collection techniques.

Thank you for participating in the [Survey Title]. No personally identifying information will be collected; therefore, your responses are unable to be tied to your identity.

Your individual responses will not be available to anyone other than the data analyst creating a report(s). De-identified data, in the form of aggregate reports, will be shared with campus stakeholders and the broader campus community. We will not report any sample sizes that are less than 10 to support confidentiality.