Example Data Confidentiality Statement

Unless otherwise specified, our survey is confidential. We, *state your institution*, accept ultimate responsibility for these data and understand our responsibility in maintaining confidentiality of survey responses and protecting respondents' identities by carefully guarding any information that could be used to identify individual respondents.

To maintain confidentiality, survey responses will be analyzed in aggregate fashion. Reports generated from these survey data will be aggregate-level summaries and will not contain any personally identifiable information unless otherwise specified. Deidentification of survey data will involve the removal of all identifying information, institutional indicators, and/or grouping variables.

Any open-ended text-entry responses will be handled with extra care since they are at the individual-level and considered especially sensitive because they are more likely to contain information that could identify a respondent. While examples of and excerpts from open-ended responses that are confirmed to not contain potentially-identifiable information may be shared more broadly, datasets with raw open-ended data are only shared with those who are qualified to conduct qualitative analyses and provide a satisfactory analysis plan for these data that includes additional measures to protect the confidentiality of responses.

We have contacted our home-institution Institutional Review Board (IRB) who has deemed that this survey is considered exempt research.

-or-

We have contacted our home-institution Institutional Review Board (IRB) who has deemed that this survey is considered human subject research, and we have attached the IRB approval.

_____ Name

_____ Signature

_____ Date