



Respondent Anonymity Information for HEDS COVID-19 Faculty and Staff Surveys

This information sheet describes the steps that the [Higher Education Data Sharing Consortium \(HEDS\)](#) takes to ensure your anonymity when you take one of our Faculty or Staff COVID-19 surveys.

How We Work with Your Institution

Your college or university has contracted with HEDS to administer a COVID-19 survey for your institution. Your institution sent us your contact information so that we can invite you to take the survey and/or grant you access to the survey through our survey engine, [Qualtrics](#). This contact information allows us to make sure that each survey response is unique to the person invited to take the survey. Your institution *does not* have access to the survey instrument or data in Qualtrics. Once HEDS provides anonymous data to your institution, it is your institution's responsibility to practice confidentiality with the responses.

Information Connected to Your Name and Email Address

The HEDS staff can check a Qualtrics history of delivered emails and survey access if you received an email message with a unique link to the survey. If you have a question about whether your invitation email was successfully delivered or whether your unique link was used to start or complete the survey (e.g., you want to confirm that you already took the survey), we can check this history to determine the status of your email invitation and access to the survey. We *only* share this information with our survey contact at your institution if we have documented permission from you. Please note that this information on being contacted to take the survey and whether you have started or completed the survey is completely independent of your *responses* to the survey. No one has the ability to see survey responses in connection to names or email addresses. Before survey responses are collected, we activate the Qualtrics "[Anonymize Response](#)" feature, which removes personal identifiers (names, email addresses, IP addresses, and unique links or logins to the survey) from *all* responses, both partial and complete. Therefore, your response is anonymous even to the HEDS staff.

Questions on Demographic Information and Reporting

Our survey asks you for demographic information so that we can do analyses that will help your institution get a better picture of how an individual's characteristics are related to their experiences. Like all other questions in the survey, you may choose to skip the demographic questions. HEDS staff may take the additional steps of removing data for particular questions or collapsing some categories for the data file that we share with your institution if needed to protect anonymity.

Open-Ended Responses

Anything you write in text boxes in response to open-ended questions will be sent to your institution exactly as you write it. If you do not want your institution to know who you are, please do not write anything in your text responses that might identify you.

Questions or Concerns

Please contact Nicole Seidler (nicole.seidler@hedsconsortium.org 765-361-6381) or Lisa Kidd (lisa.kidd@hedsconsortium.org 765-361-6170) if you have any questions about how HEDS ensures respondent anonymity for our COVID-19 Faculty and Staff surveys.