

IDEA STATEMENT OF CONFIDENTIALITY

One of the critical considerations in the development and administration of IDEA Feedback Systems is ensuring the confidentiality of individual responses. All data are submitted directly to a secure and protected IDEA database.

The system does track who has responded to the survey so reminders can be sent to those who have not. However, when responses are downloaded for processing, no identifying information (email address, name, etc.) is linked to the data. As a result, the responses of specific individuals cannot be identified in our data.

Only select IDEA staff members have access to the online system; individuals from your campus do not have access to the system or data.

The IDEA Feedback systems do allow for respondents to make comments to open-ended questions. Responses to these questions are provided verbatim to the individual(s) being surveyed. The survey instructions advise that individuals should avoid comments that could reveal their identities. In addition, we advise that individuals completing the survey should adhere to a high level of professionalism and refrain from using inappropriate or threatening comments that could result in legal action that would compel IDEA to break confidentiality.

Reports are emailed to the person identified as the campus contact on the initial request form. To provide further levels of confidentiality, demographic subgroup results are only reported if there are at least five individuals responding from that category.

