SIGMA XI POSTDOC SURVEY PRIVACY POLICY

Fostering integrity in science is Sigma Xi’s core mission. Our commitment to ethics and honor in research means that we are committed to protecting the confidentiality of your responses and to ensuring that the survey results are used in an appropriate manner.

This Privacy Policy covers information gathered in response to the Sigma Xi Postdoc Survey. Sigma Xi has other Web sites that may or may not have their own privacy policies, and this privacy policy does not apply to them. Sigma Xi may also offer links to other sites, and we are not responsible for the privacy practices of such sites. We provide this Privacy Policy for the review of users of the Postdoc Survey Web Site who are not participants in the survey, users who are potential survey participants, and survey participants to inform you of the information we collect, how that information will be used, when that information will be shared, and how we protect that data.

THE INFORMATION WE COLLECT
Sigma Xi, The Scientific Research Society, is the sole owner of the information collected for the Sigma Xi Postdoctoral Survey. We collect information from participants during the survey process. Additionally, we may collect information prior to the survey during frame compilation. In addition, like most Web sites, we collect general information about visitors that is not linked to their personally identifiable information.

Frame Compilation
Prior to the survey, your institution will provide us with your e-mail address only. During the process of validating your postdoc status, your institution may request additional information. This information will be used for administrative purposes only and will not be connected to or released with your responses. In addition, your e-mail address may be used to contact you in case of problems during the survey. Other possible uses will only apply with your consent.

Survey Responses
During the survey, we will ask you a number of multiple choice, fill in the blank, and free-response questions. Your responses to these questions will be aggregated with those of other postdocs at your institution and made available in a series of reports. Your responses to survey questions will only be reported after we have taken measures to prevent people from determining what your individual responses were. If we quote your response outside of an aggregated set of responses, e.g. in the text of a report, we will remove all potentially identifying information from the quote to ensure that you and your institution cannot be identified. Postdocs not taking the survey as part of a participating institution will have their responses aggregated with a national group of postdocs unaffiliated with a participating institution (referred to as “at-large participants”). For more information, please see Sigma Xi Postdoc Survey Reports.
Web Logs
Like most Web sites, our Apache web server logs all visits to the survey Web site. We use Apache’s default log settings, which record the date and time of visits, visitor Internet Protocol (IP) addresses, browser type, platform type, and the referring Web page. We use these logs in conjunction with AWStats, an open source web log analysis program, to help us understand how people are using the survey Web site and to detect problems with the site. These web log data are not linked to your survey responses.

HOW WE USE INFORMATION

Survey Profiles and Responses
We will not sell or rent the personally identifiable information we gather during the survey process, and we will disclose it to others only in the ways described in this statement. We do not collect personally identifiable information until we have notified the participant of how the information will be used, and we do not share personally identifiable information collected in the Sigma Xi Postdoc Survey with third parties without the visitor’s prior consent.

If you choose, your e-mail address will be made available to your institution’s postdoc office, postdoc association, and/or dean for the purposes of constructing a local mailing list of postdocs. We will not provide any individuals with survey responses.

We will destroy the link between your survey responses and your e-mail address once the survey data gathering process has ended.

Cookies
A cookie is a piece of data stored on your hard drive when you visit a site that enables the site to identify you and to remember your preferences. The machinery used by the Sigma Xi Postdoc Survey to log you in requires that your browser accept session cookies (session cookies are deleted once you close your browser or log out of the survey). Instructions for enabling session cookies on your browser can be found on the survey Web site [for web version, it will click through: HERE [link to How to Enable Cookies]]. The cookies used by the survey are configured so that they can only be read by the survey server and are not available to other sites.

DATA SHARING

Legal Disclaimer
Although we attempt to preserve participant privacy whenever possible, we may be required to disclose personal information when required by law or when we in good faith believe that such action is necessary to comply with a judicial proceeding, a court order or legal process served on Sigma Xi.

Sigma Xi shall not be liable for any damages, compensatory or otherwise, based on any cause of action that arises from such personal information being disclosed, provided we acted in good faith and have not willfully disclosed such information with an intent to injure. The claimant shall have the full burden of proof that Sigma Xi willfully disclosed information with intent to cause injury.

Sharing With Researchers
One important goal of our survey is to give postdoc leaders, institutional administrators, and policy makers a better understanding of the postdoctoral experience. Toward this end, we will be sharing some of the survey
data with researchers studying postdocs. Researchers to whom we make data available will be required to be required to submit a written proposal outlining their intentions for the use of the data and how they plan to disseminate their findings, and implement procedures to safeguard the confidentiality of the data provided to them. **In no case will individual e-mail address or institution names be distributed to researchers.**

**Sharing With Partners**
Survey Partners (the National Postdoctoral Association, *Science’s Next Wave*, and the National Bureau of Economic Research) may have access to additional aggregated reports that will not be released to others. Partners requesting data sets will be held to the same privacy standards as researchers, and in no case will individual e-mail addresses or institution names be distributed to Survey Partners.

**Sharing With Participating Institutions**
Each participating institution will be given a set of reports consisting of aggregated responses from that institution. If an institution elects to make its results available to other institutions, it will be eligible to receive comparative survey results for peer institutions that have elected to make their results available as well. We will remove institution names from the comparative peer institution data and may remove other information that potentially identifies peer institutions. While institutions may elect to share or publish the results for their own institution, they may not disseminate results from another institution without permission from an authorized agent of that institution.

Apart from these comparative reports, we will not share institution-level data with any other entity without permission from responsible parties at the institution in question.

**Sharing With the Public**
A set of public reports will be created at the institution level to inform prospective postdocs in their job searches. The reports will provide institution-level information on the demographics of the local postdoc population, basic information on salaries and availability of benefits, and cost-of-living information. Public reports will not contain answers to subjective questions such as job satisfaction.

**DATA SECURITY**
Survey responses are stored in a database on a secure web server. The database server is kept in a locked, physically secure facility with automatic fire suppression equipment. Only designated computer administrators have access to the room. The survey data is backed up regularly.

The server is protected by a firewall, and the server’s operating system is updated regularly to ensure that all relevant security patches are installed. Insecure protocols for accessing the server (telnet and ftp) are disabled.

Please keep in mind that no transmission of data over the Internet or any other public network can be guaranteed to be 100% secure. Although we make reasonable efforts to safeguard your personal information as it is being transmitted using our server and once we receive it, we cannot warrant the security of information while it is in transit to us.
CORRECTING YOUR INFORMATION

To begin the survey process, we will send you an e-mail that contains a unique link to your personalized survey instrument. At the beginning of the survey, you will be asked to provide a password that you will use, in combination with this personalized link, to access the survey. You may use your unique link and password to correct or update your survey responses at any time during the survey data gathering time period. Once the survey data gathering time period has ended, you will no longer be able to modify your responses.

OUR COMMUNICATIONS WITH YOU

Survey Registration
Institutions participating in the survey provide Sigma Xi with a list of e-mail addresses for their postdocs. These addresses are only used for the purposes of the survey as described in this document, and the lists will not be redistributed to any other parties. We will send a personalized message to each of these e-mail addresses informing the recipient that she or he may participate in the survey via a unique URL. We will also send a series of follow-up reminders to those who have not yet completed the survey at specified intervals. Recipients of these e-mails will have the opportunity to opt out of the reminders without participating. After you complete the survey, you may elect to receive updates on the progress of the survey and/or additional information from the organizations conducting the survey.

Service Announcements
On occasion it is necessary to send out an informational announcement to survey participants. For instance, if the survey site is temporarily suspended for maintenance, we might send registrants an e-mail. Generally, survey registrants may not opt out of these communications, though they can request that their survey responses be deleted.

Customer Service
We communicate with survey participants to provide requested services pertaining to their survey responses via e-mail, in accordance with the participants’ wishes. We do not distribute unsolicited newsletters or promotions.

CHANGES TO THIS POLICY

If we change our Privacy Policy, we will post those changes on the Sigma Xi Postdoctoral Survey home page at http://postdoc.sigmaxi.org so that our participants are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If, however, we would like to use survey participants’ personally identifying information in a manner different from that stated at the time of collection, we will notify participants via e-mail and participants will have a choice whether or not we use their information in this different manner and those participants may opt out at that time. If participants have opted out of all communication with the site, or deactivated their accounts, then they will not be contacted, nor will their personal information be used in this new manner. In addition, if we make any material changes in our privacy practices that do not affect participant information already stored in our database, we will post a prominent notice on our Web site notifying visitors of the change. In some cases where we post a notice, we will also e-mail participants who have opted to receive communications from us, notifying them of the changes in our privacy practices.
CONTACT INFORMATION
If you have any questions or suggestions regarding our Privacy Policy, please contact us at:

Sigma Xi, The Scientific Research Society
Attn: Sigma Xi Postdoc Survey
P.O. Box 13975
Research Triangle Park, NC 27709
919-549-4691 or 800-243-6534
Fax: 919-549-0090
E-mail: postdoc@sigmaxi.org