Guidelines for Creating Anonymous Digital Surveys
Created 01-25-14

Surveys created using digital software, such Survey Monkey or Qualtrics, automatically collect the internet (IP) address of any device (e.g., smart phone, notebook, laptop, desktop) used to respond. This default setting is relevant because, if survey administration software collects unique internet addresses, the survey is not considered to be anonymous.

To produce an anonymous digital survey, the IP address collection option must be disabled. In your IRB application, please describe how you have disabled this feature.

In Qualtrics:

1.   In **My Surveys** tab, highlight survey (name turns light blue)

2.   Choose **Edit Survey**s tab

2.   Click on **Survey Options** icon

3.   Scroll down to **Survey Termination** section

4.   Check box for **Anonymize Response**

    ☑ **Anonymize Response.** *Do NOT record any personal information and remove panel association*

In Survey Monkey:

1.   **Create Survey** (click green button in upper right corner)

2.   Choose tab **Collect Responses**

3.   Under New Survey, click **Change Settings**

4.   Under **Collector Settings** heading, scroll down to

5.   **Save IP Address in Results?** and choose

    ◉ **No**, the respondent's IP address will **not** be stored in the survey results

    ○ **Yes**, the respondent's IP address will be stored in the survey results.

Note that IP address alone does not determine anonymity. Whether a survey is considered to be anonymous depends primarily on the nature of demographic and response data to be collected. Even when IP address collection is disabled, if a combination of demographic and response data would allow someone who knows the participant to identify the source, the data are not considered to be anonymous, but confidential (identify is knowable).