

## UNC QUALTRICS TERMS OF USE

Qualtrics is available for use by the University of Northern Colorado (UNC) faculty, staff, and students in support of the university's educational mission and organizational goals. As such, by using Qualtrics, users are agreeing to adhere to the following:

- **No individually identifiable high risk confidential data**  
Qualtrics will not be used to collect individually identifiable high risk confidential data as defined in University Policy. Examples of this type of information include Social Security Numbers, credit card numbers, sensitive national security information, etc.
- **Human Subject Research Must Be Approved by an IRB**  
In accordance with federal regulations and UNC policies, all research involving human subjects must be reviewed and approved by an Institutional Review Board (IRB) prior to commencing any research protocols with a subject. Information on IRB at UNC can be found on the Office of Research and Sponsored Programs website.
- **Privacy must be protected**  
All surveys must protect the privacy and confidentiality of students, employees, and other institutional information, as required by FERPA (privacy of student information), Colorado privacy laws, and UNC policies. Although a closed group of participants may complete Qualtrics surveys without the individuals explicitly having to identify themselves, the Qualtrics software stores identifying information in its databases. Consequently, Qualtrics cannot be used with absolute guarantees of anonymity for your participants.
- **Persons in sanctioned countries**  
The use of this product by anyone while physically in a sanctioned country is forbidden. Faculty, staff and students from a sanctioned country may still use the software if they are not physically in that country.
- **Compliance with all other Laws and Policies**  
Surveys must comply with all other applicable university policies and state and federal laws, including the federal laws for copyright and privacy and academic policies prohibiting academic dishonesty such as plagiarism.
- **Use is restricted to institutional, academic or research purposes.**  
Services may only be used by students, staff or faculty of UNC. Commercial use of Qualtrics is prohibited and includes, without limitation, use of the Services on behalf of other institutions or entities for compensation .
- **Inform participants about survey data security**  
Survey participants should be informed that their survey data will be stored on a third-party server and that, while the third party has agreed to keep the data confidential, UNC does not control the security of that server.
- **Unsolicited mass communication may not be delivered in conjunction with the survey service**

The Office of Institutional Research in consultation with the Qualtrics Protocol committee reserves the right to change, at any time, and at its sole discretion, this survey service and these Terms of Use. Notification of changes will be published at the Qualtrics service page.

I understand that The UNC Qualtrics survey tool may not be used to store or process individually identifiable high risk confidential data as defined in University Policy. I understand that all uses of the UNC Qualtrics tool for human subject research must be approved by my IRB, and that I should consult with the Office of Research and Sponsored Programs for more information.

Failure to comply with the described data protection requirements and university policy may result in disciplinary action up to and including termination of employment. Students may be subject to disciplinary action defined by the university's Code of Student Conduct.

**Disclaimer**

The surveys created or the responses supplied using the survey service do not in any way constitute official UNC content. The views and opinions expressed are strictly those of the survey's authors. The contents of the surveys and responses have not been reviewed or approved by UNC.