

Graduate Career Consortium, Inc.

Data Policies | February 2019 (revised from October 2017)

General Data Policy Statement

Data sharing promotes many strategic goals and core values of the GCC, Inc. such as knowledge sharing, transparency, and advocacy for our evolving profession. It is particularly important and useful to share data with GCC members and external stakeholders. Data should be made as widely and as freely available as possible while safeguarding the privacy of participants, and protecting confidential and proprietary data.

Background

In 2016, the GCC, Inc. launched its first Member Benchmarking Survey. The GCC's Data Sharing Policy was developed from reviewing protocols implemented by professional associations and government sites. For example, of particular value is the following NIH site on data sharing:

https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm

Data Collection Policy

The GCC's ad hoc Benchmarking Committee will provide oversight of all data collection on behalf of the GCC, Inc. including the Annual Member Benchmarking Survey and any other data collection done by other GCC committees. The Chair of the Benchmarking Committee will directly communicate with the GCC Executive Board new data collection initiatives for final approval. Those seeking to initiate data collection by survey or questionnaire will complete a form requiring approval from the GCC, Inc. Board and content review by the ad hoc Benchmarking Committee.

The Benchmarking committee requires GCC, Inc. data collection entities (e.g., committees, the board, individual GCC, Inc. members, etc.) to provide a statement identifying the source of the data, purpose, collection methods/methodology, study design, and the procedures followed for collection, information relating to the variables and any related coding if applicable. Participation in the Annual Member Benchmarking Survey or any survey of the GCC is optional for members.

Data Privacy Policy

GCC, Inc. member's identity and any data collected on behalf of the GCC or through the activities of the GCC are protected by its policy guidelines. The GCC will only share anonymized, aggregated data and is committed to ensuring that data is properly represented and interpreted. Surveys and data reported are subject to review by the Benchmarking Committee to ensure non-identifiability information.

Data Storage & Security Policy

Annual Member Benchmarking Survey results are stored on a secure password protected SurveyMonkey Account. Only members of the GCC Benchmarking Committee and Executive Board will have access to the password to this account. Survey respondents' responses are de-identified and are not linked to names or email addresses.

Security of your Personal Information

We are committed to protecting the security of your personal information. We utilize reasonable information security measures to safeguard your personal information. For example, industry-standard encryption (Hyper Text Transfer Protocol Secure a/k/a “https”) is used to protect communications between our servers and our users’ web browsers and mobile devices. Unfortunately, however, no data transmission over the Internet and no method of data storage can be guaranteed to be 100% secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its security.

User Consent

By using the services, you agree to the terms of this Privacy Policy and expressly consent to the collection, use and disclosure of your personal information (as defined herein) in accordance with this Privacy Policy.

Data Sharing Policy

The anonymized, aggregated data from the GCC’s Annual Benchmarking Survey and other survey results developed by the GCC will be shared with members by the Board. Data collected in the GCC Annual Member Survey for 2016 and 2017 may only be used by GCC members for quality assurance or quality improvement purposes and may not be shared externally or with the wider public.

External

The anonymized, aggregated data from the GCC’s Annual Benchmarking Survey will be available to GCC members on the website after it is released internally to its members. Data collected in the GCC Annual Member Survey in 2018 and after can be shared with external stakeholders (IRB # 201803168 approved at Washington University in St. Louis).

Please use the citation “Annual Member Survey. (year). Graduate Career Consortium, Inc. Retrieved from <https://gradcareerconsortium.org/>”

Changes to this Privacy Policy

This Privacy Policy is subject to occasional revision. GCC may modify or update this Privacy Policy periodically with or without prior notice by posting the updated policy on the website. We encourage you to check this Privacy Policy from time to time. Notice of changes to this Privacy Policy may also be made by e-mail. Your continued use of our services following the effective date of an updated Privacy Policy constitutes your consent to the contents of such policy.

Data Requests Policy

Any data requests regarding the GCC’s membership or surveys will be submitted online via the Data Request form. These requests will be reviewed by the GCC Executive Committee in consultation with the Benchmarking Committee Chair. Please email president@gradcareerconsortium.org with any questions.

Reviewed by GCC, Inc. Legal Counsel, 02/2019

Adopted by the GCC, Inc. Executive Board on 02/18/19