

**Graduate Career Consortium, Inc.**  
**Data Policies | October 2017**

**Background**

In 2016, the GCC 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](https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm)

**General Data Policy Statement**

Data sharing promotes many strategic goals and core values of the GCC 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 freely available as possible while safeguarding the privacy of participants, and protecting confidential and proprietary data.

**Data Collection Policy**

The GCC's ad hoc Benchmarking Committee will provide oversight of all data collection on behalf of the GCC 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.

The Benchmarking committee requires GCC data collection entities to provide a statement identifying the source of the data, 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; however larger participation will result in more robust and comprehensive data for our membership.

**Data Privacy Policy**

GCC 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 aggregate data and is committed to ensure 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**

Member's data will be stored on a secure GCC only Survey Monkey Account. Member data are de-identified and are not linked to names or email addresses. Only members of the GCC Benchmarking Committee and Executive Board will have access to the password to the account.

**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**

#### *Internal*

The aggregate data from the GCC's Annual Benchmarking Survey and other survey results developed by the GCC will be shared with members first through the GCC's website > Resource Repository and a broadcast message will be sent to all members announcing the availability of the data. GCC members may share the data with other stakeholders outside the organization.

#### *External*

The aggregate data from the GCC's Annual Benchmarking Survey will be publicly available on the website one month after it's released internally to its members.

### **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. We may also post a notice of changes to this Privacy Policy by e-mailing you about the changes. 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 made through the GCC Executive Committee who will consult with the Benchmarking Committee Chair. Please email [president@gradcareerconsortium.org](mailto:president@gradcareerconsortium.org) for requests.

Reviewed by GCC Legal Counsel, 10/17

Adopted by the GCC Executive Board on 10/23/17

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