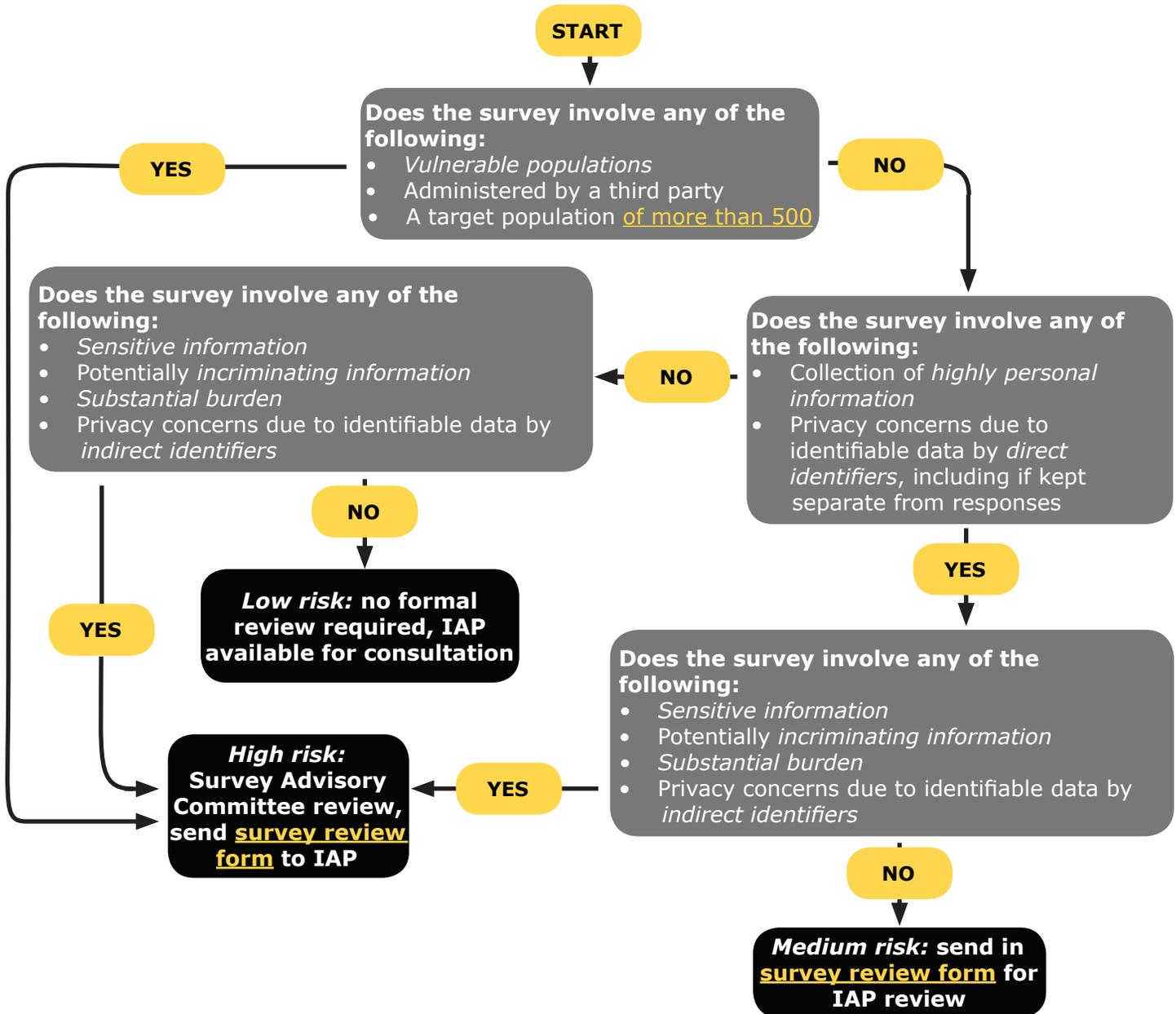


University of Waterloo

Assessing Risk for Delegated Review of Non-Academic Surveys

This flowchart can be used by members of the university community to assess the risk level of the survey they wish to conduct and the level of review required. Risk assessment considers physical, psychological risks and protection of privacy. Definitions for *italicized* terms can be found at the bottom of this page.



Definitions:

- **Direct identifiers:** name, email, address, SIN, student/employee ID, information for incentives
- **Highly personal information:** names, email, SIN, detailed demographics, information for incentives
- **Incriminating information:** survey asks for information which could increase risk of criminal or civil liability, or affect financial standing, employability or reputation
- **Indirect identifiers:** combinations of data which could point to an individual, such as program & year of graduation, combination of gender, program & location
- **Sensitive information:** questions about drug/alcohol use, sexual attitudes/behaviours, mental health, socially sensitive behaviours, experience related to violence or abuse
- **Substantial burden:** requires a time commitment of more than 20-30 minutes to complete the survey
- **Vulnerable populations are:** children, individuals who are institutionalized, who have disabilities, economic or education disadvantages or there are power relationships between surveyor and survey participants