

# Appendix A: Checklist and Confirmation Page for a SurveyMonkey Survey

Name of Survey:

Ministry and Program Area:

Ministry Survey Administrator:

Email:  Phone:

Go-Live Date:

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Please check the appropriate answers to the following questions:

## **Purpose**

Does the program area require the use of SurveyMonkey to:

- ◆ Hear users' thoughts and opinions on a subject; OR
- ◆ Collect feedback from employees, colleagues, or citizens on a given topic?

Yes

No

*Please provide a description of the original purpose and any proposed consistent/secondary purpose(s).*

## **Notification**

Has the "Notification" (see Appendix B) been included in all requests for participation in the survey?  
For example, by email or on the web page where a link to the survey is posted.

Yes

No

*Describe where the notification will be located:*

**Collection**

Will the program area ensure that personal information is **not** being collected through the Ministry's survey?

This includes:

- ◆ Names of survey participants or third parties
- ◆ Addresses
- ◆ Demographic information that if combined could identify an individual
- ◆ Names or information about other people

Yes      No  
     

Is the survey voluntary; i.e. participants will not be required to take the survey?

Have you disabled the collection of IP addresses on your survey (see Appendix C)?

**Has a copy of the survey questions been attached to this checklist?**

**I understand the information and analysis in this PIA is limited to the interaction between SurveyMonkey and the requirements set out in the FOIPPA. It is the responsibility of our program area to review SurveyMonkey's Terms of Use. We have reviewed and complied with all obligations created by other legislation and policy including, but not limited to, Legal Services Branch review of, and Risk Management Branch approvals for, indemnities created by SurveyMonkey's Terms of Use.**

***If you have answered "No" to any of the above questions a separate PIA will need to be completed before you can use SurveyMonkey.***

Signatures:

Program Manager (name)

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Signature

Date

Knowledge and Information Services

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Signature

Date


***Knowledge and Information Services' comments:***

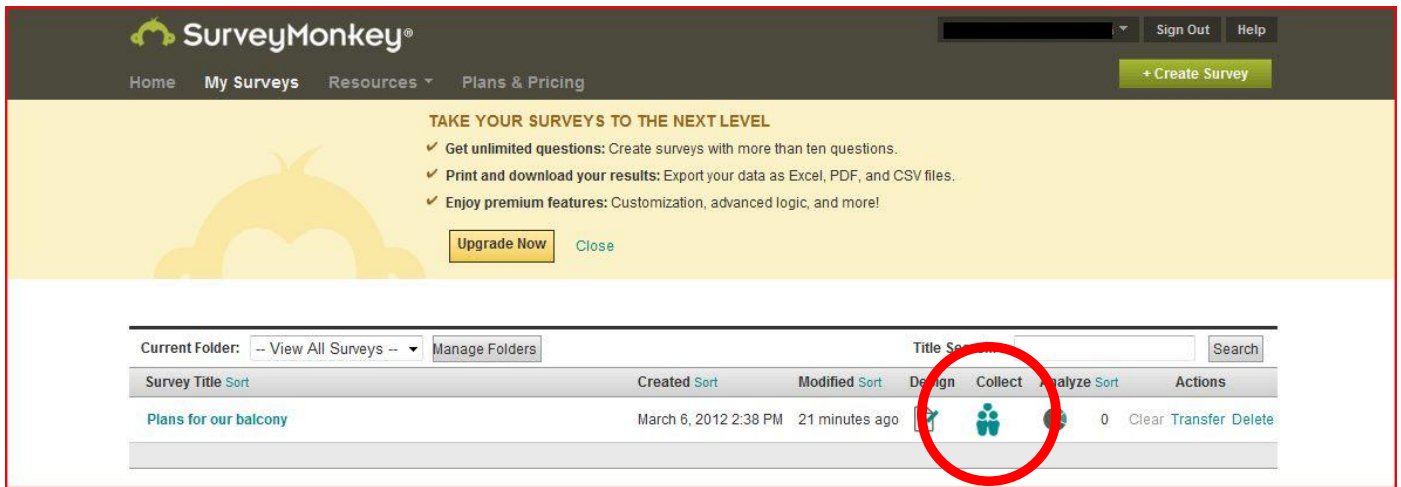
## **Appendix B: Notification**

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey. Please be aware however that IP addresses are collected by SurveyMonkey itself, and these IP addresses and other information collected will be stored on SurveyMonkey's servers located outside of Canada. This survey is voluntary and a response is encouraged, not required.

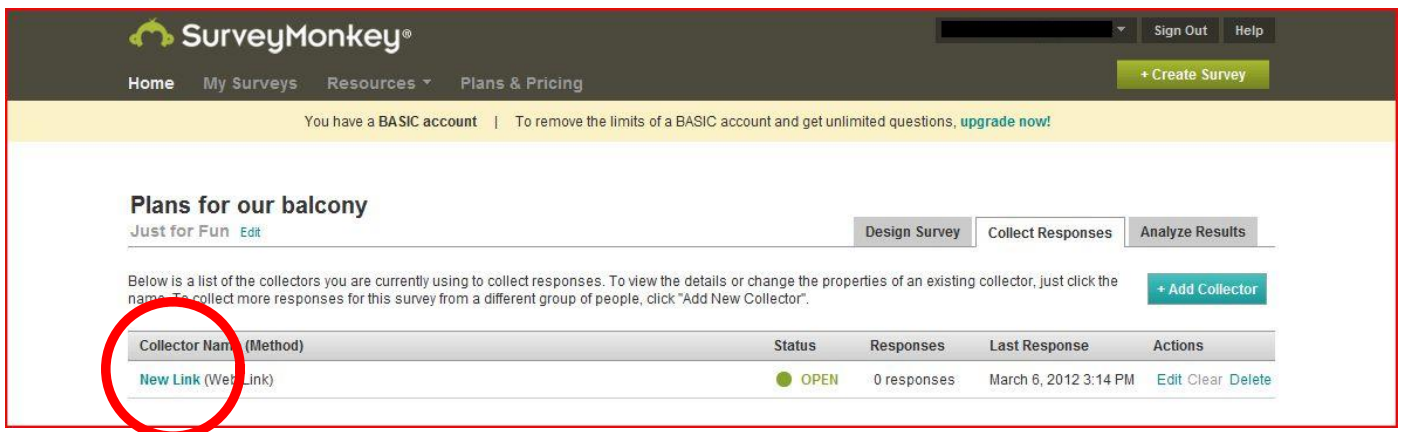
Please do not provide any third-party information (i.e. talk about others) in your responses to the survey.

# Appendix C: How to Disable the Collection of IP Addresses

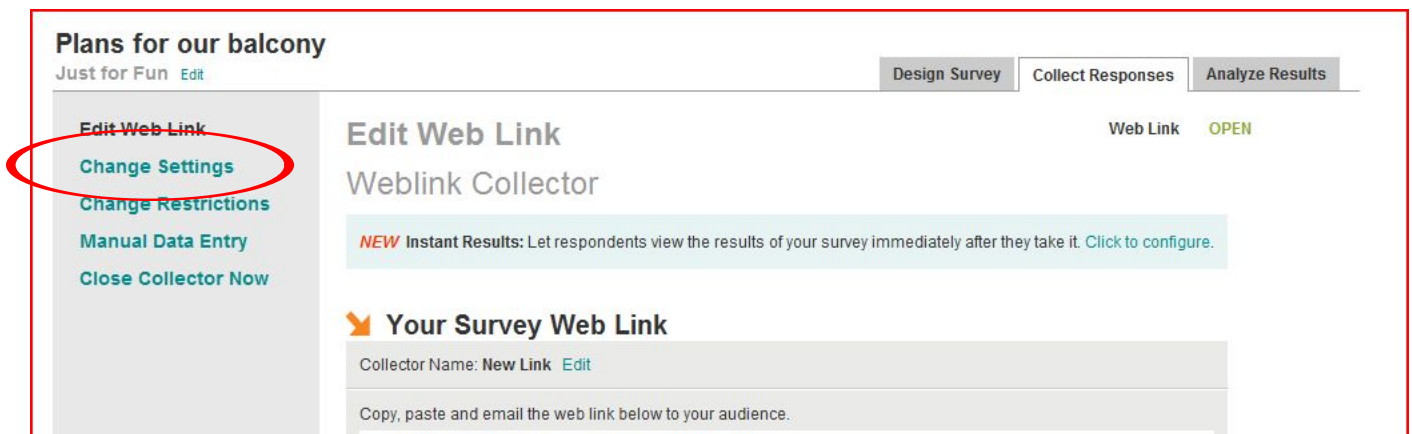
1. Click on the "collect" icon  next to the survey title on the "My Surveys" page.



2. Click on the title of a current collector to access the current settings.



3. Click the "change settings" button on the left hand side-bar.



4. Scroll down to "Save IP Address in Results?" and choose **No**. Remember to click "save settings" when you are finished.

