



September 1, 2013

RE: Data Confidentiality and Security Standards for Studies Conducting Using APPD LEARN's LimeSurvey Platform

APPD LEARN studies that collect data directly from participants online do so through the LimeSurvey survey platform running at <https://appdlearn.limequery.com>. This letter details the provisions implemented in this service to protect data confidentiality, and affirms APPD LEARN's commitment to maintaining such confidentiality.

1. Connection to appdlearn.limequery.com

Connections by participants to surveys at appdlearn.limequery.com are protected by SSL encryption from browser to survey, as indicated by the use of the https protocol in survey URLs.

2. Metadata elements

APPD LEARN surveys are configured so they do NOT collect:

- IP addresses of participants
- Referring URLs of participants

APPD LEARN surveys do not use third-party cookies or embedded analytics (such as Google Analytics) that would enable tracking participants to other sites or identification of participation to other sites.

3. Data storage

APPD LEARN's survey platform is provided by contract with LimeService.com. Our agreement with LimeService includes the following provisions related to their storage of APPD LEARN data:

All data collected by the LimeService survey application installation is kept in a separate database schema for each user with unique access data. We do not transfer any such data to third parties nor we will use it for any other purposes. The LimeService personnel will only access your data for maintenance or support reasons. Due to the way the survey service work automatic tasks will access your data to collect general usage information for invoicing purposes (number of surveys, number of responses, used server space).



The LimeService service implements technical and organizational security measures to safeguard stored personal data against inadvertent or deliberate manipulation, loss or destruction and against access by unauthorized persons. Our security measures are continuously improved in line with technological progress.

4. Data access

Access to the complete collected data is protected by an administrator username and password known only to APPD LEARN personnel. APPD LEARN personnel download data collected from the LimeSurvey platform over an SSL-encrypted connection for management, analysis, archiving, and data sharing as specified in the study protocol. Data are maintained at APPD LEARN on password-protected and encrypted computers while being prepared for public data sharing, after which they are made accessible to qualified researchers as fully de-identified public data sets.

5. Other

APPD LEARN studies using the LimeSurvey platform do not collect personal identifiers other than pre-assigned APPD LEARN encrypted learner ids. APPD LEARN studies using the LimeSurvey platform do NOT have patients as participants, and thus never collect patient identifiers or health information.

Additional questions about APPD LEARN's use of the LimeSurvey survey platform should be directed to:

Alan Schwartz, PhD, APPD LEARN Director
Robin Young, MS, APPD LEARN Project Manager
Email: learn@appd.org

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Alan Schwartz', is written over a light blue horizontal line.

Alan Schwartz, PhD, Director
Association of Pediatric Program Directors Longitudinal Educational Assessment Research Network (APPD LEARN)