## Intent:

The Lansing Community College Human Subjects Institutional Review Board (HSIRB) was requested to develop a statement that could be used on LCC distributed surveys. It is generally worded to cover many conditions. Please feel free to copy and paste the statement below into your surveys.

## Survey Confidentiality Statement:

Your privacy is important to Lansing Community College. Any Personal Identifiable Information (PII) and other information that may reveal your identity from your response(s) will be made anonymous and will be removed from the data set once analysis is complete. Information will only be kept as necessary to maintain research purposes.

This survey will use the following methods for data storage and protection: [Researcher to insert survey specific information here].

While it is not possible to guarantee absolute confidentiality when using online surveys, all steps possible will be used to protect your information.

[If survey is given to students from faculty should add, “Student grades will not be impacted by participation in this survey.”]

If you have any questions about this research study and/or survey please contact

[insert name, title, LCC division or program, email and/or office phone number here].

## LCC Nondiscrimination Statement:

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.