



Research Guidelines and Policies for Member Surveys

Updated by the Institutional Research Committee

and Research and Science Officer August 2021

Next Review Due April 2023

Introduction

The Society for Industrial-Organizational Psychology (SIOP) and its committees rely on member surveys to make decisions and carry out their work. By utilizing a data-driven approach and active solicitation of member input, SIOP leaders and members can make informed decisions that reflect the collective wisdom and perspectives of the entire society. This approach necessitates oversight to ensure:

- The needs to collect member data are balanced against the potential for survey fatigue among members.
- SIOP survey efforts are credible and protect member rights. Surveys must clearly demonstrate the benefits to SIOP and individual members of participating in survey requests. They must also adhere to consistent and high-quality survey standards, including sound construction and protection of the anonymity of individual member responses.
- The reporting and storage of data collected from SIOP members meet certain standards, including consistency in data reporting, storage, and access.

The SIOP Institutional Research Committee (IRC) was formed to ensure this oversight and has developed a set of guidelines and processes to direct organizational survey efforts. This document is organized into the following sections:

- Section 1. Member Research Policies and Guidelines,
- Section 2. Survey Request and Approval Process, and
- Section 3. Archival Data Request and Approval Process.

In addition, all forms associated with these guidelines and processes are provided in the appendices.

Section 1: Member Research Policies and Guidelines

The following provides guidelines to SIOP members and external researchers to direct their requests for the collection of survey data or the use of archived SIOP member¹ data. Several sources of information and perspective were used to develop these guidelines and policies, including the views of the Executive Board members, IRB policies at universities, research agreements at consulting firms, and the data/research policies in place at several professional societies. While not intended to be exhaustive or immutable, these guidelines provide information that generally reflects the policies and standards to which individuals wishing to collect, analyze, or report on SIOP member data must adhere.

Policies regarding SIOP-sanctioned surveys

SIOP surveys the membership to fulfill the mission of the Society. The Executive Director and Executive Board field many requests from researchers who would like to survey the SIOP membership. The IRC reviews the content of all SIOP-sanctioned surveys, quantitative or qualitative (i.e., focus groups), intended for SIOP membership and facilitates survey scheduling.

All surveys distributed to SIOP members must be sponsored by an active SIOP committee, which will have primary responsibility for the survey content which is subject to IRC approval and guidelines.² The chair of the sponsoring committee must sign off on all survey efforts in order to initiate the IRC review process. By sponsoring a survey, the committee chair agrees to fulfill the responsibilities listed below under *Role of Committee Chairs*.

¹ For the purposes of these guidelines, any dues-paying individual making up one of the membership categories described at <https://www.siop.org/Membership/Criteria> is covered under the term “SIOP member”.

² Surveys that are not sponsored by a committee chair, or initiated by SIOP leadership or the Administrative Office, will not be distributed to SIOP membership. The email addresses of SIOP members will not be provided to third party researchers for non-sanctioned surveys. Other avenues are available to directly solicit participation from SIOP members, including requesting participation through SIOP’s LinkedIn page or SIOP’s Calls and Announcements. No official SIOP communication channel (e.g., SIOP’s Newsbriefs, TIP) can be used for this purpose without prior IRC approval.

Contractual provision with SIOP survey vendors

To support the execution and processing of SIOP-sanctioned surveys, SIOP enters into agreements with organizations that provide in-kind survey services. Provisions related to data archiving, use, and disposition include:

- ☐ SIOP retains sole ownership of all datasets and derivative works;
- ☐ All data are considered confidential;
- ☐ Vendors are required to maintain confidential any information obtained via a survey or provided by SIOP to facilitate a survey;
- ☐ SIOP data may not be used to develop articles, books, or presentations without prior approval; and
- ☐ Copies of data and other items required for archiving will be provided to SIOP.

SIOP data stored by vendors should:

- ☐ Be stored in a format such that data access is available to SIOP.
 - Data should be maintained such that the vendor can reliably retrieve it.
 - Data should be provided in a common format (e.g. spreadsheet, flat, or csv file format with appropriate variable headers and codebook).
- ☐ Protect the privacy of SIOP members.
 - Separate personally identifiable fields from other data elements (e.g., survey item responses) and provide separately keyed datasets.
 - Restrict access to employees with a need to access data.
 - Revisit access annually to ensure restrictions are maintained.

It is not expected that vendors will permanently maintain SIOP data. Although some have performed that function, SIOP should not rely on vendors to archive data. Vendors (and vendor contacts) change over time. Consequently, there is the risk of data loss, lack of control, and the possible violation of privacy regulations as they change over time.

Thus, the final responsibilities of vendors include the following:

- ☐ Data should be managed and disposed within the contract timeframe.

- Data should be transferred in a timely manner and appropriate format (to be negotiated with the sponsoring SIOIP committee).
- Upon the end of a contract with SIOIP, any data not previously transferred to SIOIP should be transferred, and all SIOIP data collected during the life of the contract should be destroyed. An exception to this policy can be made for vendor partners signing successive contracts.³

Roles and Responsibilities of Committee Chairs and SIOIP IT

The above provisions detail vendors' responsibilities to SIOIP. Additional guidance is required to ensure SIOIP acts to obtain data it owns and houses them appropriately. To this end, recommendations regarding general roles and specific policies related to data archiving and disposition are defined, as follows, for committee chairs and SIOIP IT.

Role of Committee Chairs

Committee chairs are responsible for the collection and archiving of data collected under the auspices of their committees. In sponsoring a survey, committee chairs ensure that:

- The survey contributes to the stated goals of the committee and SIOIP's strategic goals.
 - In some cases, SIOIP cooperates with other associations (e.g. APA) to contribute to goals of importance to the membership. Committee chairs who sponsor such surveys are responsible for obtaining documentation that details the purpose of the survey and the anticipated benefits to the membership so the link to committee/SIOIP goals is clear.
- The data collected are used to benefit membership as a whole.

³ SIOIP committees that sponsor surveys (e.g., the Membership Committee) deal directly with SIOIP's survey vendor to field their surveys and therefore have valuable perspectives on vendor performance, contracts, and selection. The IRC has a perspective based on vendor data archiving and transfer activities. The IRC will engage with relevant committees under the leadership of the Executive Director to address RFP, selection, and vendor management issues.

- SIOP members are burdened minimally with requests to provide data and are asked by SIOP to provide data solely to further SIOP business and/or strategic.
- A request for data from vendors is initiated after delivery of survey results, as negotiated with the vendor.
- Data separates personally identifiable information (PII) from survey responses and that PII keys are destroyed as soon as practical.
- Copies of data and other items relevant to archiving the data (e.g., copy of the survey with branching logic, variable list with response options and codes provided, content of email requests and information about any specific member segmentation used to solicit response) are provided to SIOP IT at the close of the study. Note that SIOP retains sole ownership of all datasets and derivative works and all data are considered confidential.
- Survey data are disposed of once such data have been securely transferred to SIOP IT.
- Requests to use archived versions of that data, at a later date, are responded to and where such requests represent a significant benefit to SIOP membership, the chair agrees to coordinate with the individuals making those requests.
- SIOP data are not used to develop articles, books, or presentations without prior approval of the current chair of the sponsoring committee and the IRC, who may at their discretion also require approval of the final product prior to publication.

Role of SIOP IT

SIOP IT is responsible for ensuring data delivered by committee chairs are archived securely and in a manner that allows retrieval for research purposes. SIOP IT also archives materials that support surveys (research plan, report, codebooks and other documentation). In particular,

SIOP IT:

- Designates a secure folder to house survey data.
- Determines a convention for naming folders and the method to ensure the data can be retrieved by SIOP vendors.

Survey Scheduling

We recommend surveys be submitted for approval several months in advance of the desired survey launch date in order to increase the likelihood of launching on or near the desired dates. On occasion, the SIOP AO may need to adjust the scheduled dates for the distribution of survey invitations or reminders to accommodate other SIOP communications (e.g., communication about the conferences, TIP, etc.). There may also be instances where the AO and IRC may ask a committee to adjust its survey schedule to accommodate a different survey that meets an urgent need of the society (e.g., the Executive Board needs data to make a pressing society-wide decision). Survey administration periods will not be allowed to overlap unless the surveys are being sent to different segments of the SIOP membership. Surveys will not be launched during major SIOP events (e.g., annual conference, LEC).

Survey Administration

SIOP committees wishing to administer a survey must use one of SIOP's official survey accounts (e.g., Survey Monkey, SIOP cooperating vendor). In order to maximize the number of surveys that can be conducted, the administration period for each survey will be a maximum of two weeks unless approved in advance by the IRC.

Survey Communication

All communication about SIOP surveys should be sent via the SIOP Administrative Office. Unless otherwise approved, each survey is limited to one survey invitation and one reminder email sent at the halfway point of the survey administration window.

The text of the survey invitation email should describe the purpose of the survey, the intended respondent, the sponsoring committee, the anticipated time commitment required to complete the survey, how the results will be used and reported, when the

survey will close, and provide contact information for members who have questions about or are having difficulty with the survey. The SIOP Administrative Office reserves the right to edit all messages sent through official SIOP channels such as mass email. All SIOP survey invitations and reminders should clearly and explicitly state that the collected survey data will be made anonymous and aggregated whenever included in SIOP-approved reports and future archival research. If the survey data are identified, the nature of the identifiers and their use should be described.

Privacy Policy

With increased regulations for data privacy protection, any data considered personally Identifiable Information (PII) by the General Data Protection Regulation (GDPR) and California Consumer Privacy Act (CCPA) regulations must be followed by all SIOP members and survey vendors. SIOP policy is to ensure all member data and survey responses are secure, protected, and maintained in accordance with GDPR and CCPA. All SIOP members or survey vendors collecting SIOP member data agree to remove personally identifying information and report data in the aggregate to protect member privacy. Aggregate values should only be reported for subgroups consisting of 10 or more respondent. Once the survey data and results have been archived, all SIOP survey data must be removed from all electronic device(s) or storage devices.

SIOP Privacy Policy - <https://www.siop.org/Privacy-Policy>

General Data Protection Regulation (GDPR) - <https://gdpr-info.eu/>

California Consumer Privacy Act (CCPA) - <https://www.caprivacy.org/>

Additional details are included in Appendix D.

Survey Data Archiving

In order to facilitate the use of historical survey data, SIOP committee chairs will send a copy of the survey and cleaned survey dataset (i.e., data containing all coded variables with respondents not used for analysis flagged and anonymized responses) to the SIOP AO at the completion of a survey project for archiving on the SIOP servers. Once the SIOP AO has confirmed that the files have been archived on the SIOP server, all local files of the data must

be deleted.

Survey Results Dissemination

Results of SIO surveys must be made available to SIO members in order to ensure they are made aware of and benefit from the insights gained through the collection and use of their data. Appropriate avenues for disseminating such results include official SIO publications, such as [*The Industrial-Organizational Psychologist \(TIP\)*](#), [*Industrial and Organizational Psychology: Perspectives on Science and Practice*](#), SIO's [white paper series](#), and other SIO communication channels, such as SIO's Annual Conference, [webinar series](#), and SIO [technical reports](#).

Policies Regarding the Use of SIO Archival Data

SIO encourages member researchers (including students) to use its data for longitudinal or historical analysis and to avoid, where possible, overlapping requests for information from members. Researchers may request permission to use SIO archival data by contacting the sponsoring committee for collecting such data and coordinating a joint request for its use to the IRC. See Section 3 for details regarding the steps associated with the SIO archival data request and approval process.

Section 2. Survey Request and Approval Process

Step 1: Submit survey request.

The IRC review process is initiated by the sponsoring committee chair who should submit a completed survey request form via email to IRC@siop.org. This request should be completed using the official SIOP Survey Request Form (see Appendix B). Each of the following should be described or included as part of the request:

- The nature of the survey including goals, length (i.e., the number of items and the anticipated time required to complete the survey), and the intended audience (e.g., all members, a subset of membership). If it is critical that the survey be administered within a certain window of time, this should be noted as well.
- The method by which the survey will be administered (e.g., SIOP Survey Monkey, SIOP cooperating vendor).
- A description of how the survey contributes to the stated goals of the committee, SIOP's strategic goals, and/or will benefit SIOP members.
- A completed and signed SIOP Research Agreement (see Appendix A).
- The text of survey communications, including the invitation and reminder emails. Note, the communication plan should adhere to the communications guidelines outlined above.
- A copy of the survey items and instructions, provided in a Word document, including explanation of any branching, routing, or dynamic text.
 - Note: SIOP has provided a pre-approved list of demographic items that can be included in surveys (see Appendix E). Any additional demographic items or changes to these items will require an explanation and are subject to IRC approval.
- An estimate of when and how results are expected to be analyzed and shared with SIOP members.
- The anticipated closing date by which final analyses of the data are expected

to be completed, and when the final survey archival file will be submitted to the SIOP IT (lnader@siop.org).

- The plan for responding to members who have questions about or are having difficulty with the survey, including anticipated response time.

Note, the IRC will confirm receipt of materials and/or request additional materials upon submission.

Step 2: IRC reviews request.

The IRC will then review and respond to the survey request, using the IRC Research Proposal Evaluation Form (see Appendix C). Throughout the review process and upon IRC response, the sponsoring committee chair should address any questions or concerns received from the IRC in a timely manner. Depending on the nature of the survey, the review process can take anywhere from three days to two weeks.

Step 3: If approved, survey is scheduled for distribution.

Upon approval, the IRC will schedule the survey by adding it to [SIOP's survey calendar](#). If the survey request is not approved, the IRC will notify the sponsoring committee chair, who may then revise and resubmit the proposal.

Step 4: Online version of the survey is created.

The sponsoring committee works with the SIOP AO to create the survey in a SIOP authorized account (e.g., in Survey Monkey) or coordinate with a SIOP-approved survey vendor to author the survey.

Step 5: Test the online survey.

The sponsoring committee tests the survey and extracts or requests a download of the test data to ensure results are being captured correctly. Once the online version of the survey is finalized, the sponsoring committee provides a link to the online survey to the IRC for final approval.

Step 6: Provide the SIOP AO all necessary information for survey launch.

The sponsoring committee sends the following to the SIOP AO, cc'ing the IRC (IRC@SIOP.org):

- Text for the finalized invitation and reminder emails, which should include the link to the survey and launch and close dates.
- The approved survey administration launch (invitation emailing) and reminder emailing dates.
- The segment of SIOP membership to which the survey should be sent (e.g., Student Affiliates).

Step 7: Collect responses.

Throughout the administration window, the sponsoring committee should be available and respond in a timely manner to members who have questions about or are having difficulty with the survey.

Step 8: Protect SIOP member privacy.

The sponsoring committee is responsible for extracting, or initiating a request for vendors to extract, data from the survey tool used. Upon receipt of data, the committee creates a usable data set that separates personally identifiable information (PII) from survey responses and destroys files containing PII or PII keys as soon as it is practical to do so. Immediately upon the creation of a useable data set (and backup), the sponsoring committee must notify the survey vendor to destroy its copy of all files containing PII or PII keys and/or delete data stored on SIOP survey platform immediately.

Step 9: Analyze and report results.

The sponsoring committee conducts analyses and publishes/communicates results to SIOP members through the SIOP communication vehicle(s) outlined in the initial request. Note that the chair of the sponsoring committee and the IRC may, at their discretion, also require approval of the final product prior to publication.

Step 10: Archive survey data and delete all additional copies of the data.

Upon the completion of data analyses and reporting, the sponsoring committee is responsible for coordinating with SIOP IT (lnader@siop.org) to ensure transfer and archiving of data on a secure SIOP server. When providing the final, cleaned dataset,

the sponsoring committee should include both the data and the variable list with response options and codes provided, as well as a final copy of the survey (Word, PDF or other form is acceptable) and the text of the emails sent to members. Once the SIOP AO has confirmed that the files have been archived on the SIOP server, all local copies of the data set are deleted.

Section 3. Archival Data Request and Approval Process

Step 1. Contact the SIOP committee that previously collected the data.

Individuals seeking access to archival SIOP survey data must first contact the SIOP committee originally responsible for collecting such data to explain the purposes of the request, ensure that the dataset can address the research questions posed, and secure the committee's approval and assistance in coordinating efforts in obtaining and analyzing the data.

Step 2. Submit a request for archival data.

The IRC archival data request review process is initiated by both the individual requesting archival data and the current chair of the committee that originally sponsored the survey. Such requests should be completed using the official SIOP Archival Data Request Form (see Appendix B) and submitted via email to IRC@siop.org. Each of the following should be described or included as part of the request:

- Research plan detailing the hypotheses, research questions, and actual data requested to provide answers to such hypotheses and questions.
- An explanation of how the proposed research will benefit SIOP membership.
- Steps that will be taken to publish research results in a forum that benefits SIOP membership, and the expected time frame for such publication.
- A description of when results are expected to be analyzed and shared with SIOP members.
- A completed and signed SIOP Research Agreement (see Appendix A).

Step 3: IRC reviews request.

A minimum of two members of the IRC will then review the archival data request using the IRC Research Proposal Evaluation Form (see Appendix C) and respond within one month of receipt of all materials. The reviewers will evaluate the plan with respect to

the rigor and quality of the research plan, the extent to which the proposed research can benefit the SIOP membership, and the extent to which the requested SIOP data can address the research hypothesis. Throughout the review process and upon IRC response, the individuals requesting data and the sponsoring committee chair should address any questions or concerns received from the IRC in a timely manner.

Step 4: If approved, IRC provides record of approval to relevant parties.

Upon approval, the IRC communicates such approval to the individuals requesting archival data, the sponsoring committee chair, and the SIOP AO (directing SIOP IT to provide the researchers access to the data). If the archival data request is not approved, the IRC will notify both the requesting individual(s) and the sponsoring committee, who may then revise and resubmit the proposal.

Step 5: Analyze and report results.

The requesting individual(s) in coordination with the sponsoring committee then conducts analyses and publishes/communicates results to SIOP members through the SIOP communication vehicle outlined in the initial request. Note that the current chair of the sponsoring committee and the IRC may, at their discretion, also require approval of the final product prior to publication.

Step 6: Archive survey data and delete all additional copies of the data.

Upon the completion of data analyses and reporting, the requesting individual and the sponsoring committee are responsible for coordinating with the SIOP AO (Inader@siop.org) to ensure transfer and archiving of data on a secure SIOP server in cases where the data file for the research includes additional data that were not in the original file received from SIOP. Note, additional variables summarizing the same data do not need to be included. In such cases, the archived data file should include both the data and the variable list with response options and codes provided, supplemented with a description of the additional data and how it was obtained and summarized. Once the SIOP AO has confirmed that the files have been archived on the SIOP server, all local copies of the data set are deleted.

Appendix A. SIOP Research Agreement

[Fillable pdf version of this form that can be saved and printed available [here](#).]

SIOP agrees to provide data to [Researcher names] for the purpose of addressing the research hypotheses in the proposal titled [research proposal] subject to the following restrictions:

- Researchers will at all times follow APA guidelines regarding the use and safeguarding of data. Researchers are responsible for meeting the requirements of their organizations including but not limited to Institutional Review Boards, Research Committees, etc.
- Data provided by SIOP are to be used solely to address the specific hypotheses in the research proposal and following the methodology and analytical plan proposed. Any change to the hypotheses, methods, and analytical approaches requires submission of a new research plan and approval by the IRC.
- SIOP data are not to be transferred to any other entity or individual with one exception. Primary researchers may allow research assistants (e.g. undergraduate or graduate students) access to the data on an as-required basis solely for the purpose of assisting in the research.
- SIOP data will be held securely (e.g., on a password protected computer). In no circumstance will SIOP transfer personally identifiable data outside the Society.
- Researchers will publish the results of the proposed research in a suitable format. At a minimum this involves posting on the SIOP webpage by providing a brief write-up of the results to the SIOP Administrative Office. Researchers are also encouraged to employ other SIOP communication channel avenues.
- All SIOP data remain the property of SIOP and must be deleted at the conclusion of the research project following confirmation of data archive on the SIOP server. Researchers are permitted to archive their notes, the results of statistical analyses and other products of their work. Requests for replication must come to SIOP.

- Researchers agree to produce results within one year of receipt of the data. SIOP reserves the right to rescind this agreement if researchers cannot produce the research within one year of data receipt.

By signing below, the Researchers agree to the restrictions and principles of the Research Agreement and the general guidelines outlined in the *SIOP Research Guidelines and Policies for Member Surveys* document.

Sponsoring Committee Chair**Researcher**

Name

Name

Signature

Signature

Date

Date

Appendix B. Survey and Archival Data Request Forms

[Fillable pdf versions of these forms that can be saved and printed available [here](#).]

SIOP Survey Request Form

Name:

Sponsoring Committee:

Project Title:

Requested Survey Launch Date:

List any collaborating institutions and the nature of their collaboration:

Targeted participants for the survey:

Describe your method of survey administration (qualitative, quantitative, combination):

***Note: After approval you will be given access to a SIOP vendor to program your survey.**

Describe how the survey contributes to the stated goals of the sponsoring committee, SIOP's strategic goals, and how it will benefit SIOP members.

Forum(s) on which you plan to communicate results:

Attachments:

- Your research plan and timeline. Be sure to include your hypotheses, methodology, and analytic plan.
- Word document containing all survey items, instructions and explanation of any branching, routing, or dynamic text.
- Survey invitation and reminder emails.
- Proof of IRB exemption or approval.
- Research agreement.

Note: Completion of all fields are required. If you have a question regarding completion of this form, please see SIOP's Research Guidelines and Policies for Member Surveys or contact SIOP'S Institutional Research Committee via email at IRC@siop.org.

By signing and submitting this request, you agree to follow the terms contained in the SIOP's Guidelines and Policies for Member Surveys and SIOP's research agreement.

Signature: _____

SIOP Archival Data Request Form

Name:

Sponsoring Committee:

Project Title:

Requested Dataset or Subset of Data:

Purpose of Research Project:

Any Special Requests Regarding Data Manipulation:

List any collaborating institutions and the nature of their collaboration:

Describe how the survey contributes to the stated goals of the sponsoring committee, SIOP's strategic goals, and how it will benefit SIOP members.

Forum(s) on which you plan to communicate results:

Attachments:

- Description of methodology and analytic plan.
- Research Agreement.

Note: Completion of all fields are required. If you have a question regarding completion of this form, please see SIOP's Guidelines and Policies for Member Surveys or contact SIOP'S Institutional Research Committee via email at IRC@siop.org.

By signing and submitting this request, you agree to follow the terms contained in the SIOP's Guidelines and Policies for Member Surveys and SIOP's research agreement.

Signature: _____

Appendix C. IRC Research Proposal Evaluation Form

IRC Research Proposal Evaluation Form

Proposal Title:

IRC Reviewers:

Date:

Does the proposed research plan meet the following requirements:

Requirement:	Yes	To Some Degree	No
1. Is consistent with SIOP goals and objectives. Comments:			
2. Is likely to be of interest/benefit to SIOP/SIOP membership. Comments:			
3. Methodology will address hypotheses/research questions. Comments:			
4. Analytical plan will address hypotheses/research questions. Comments:			
5. Data collection effort will not pose an excessive burden upon members. Comments:			
6. Data collection is appropriate given the hypotheses/research questions. Comments:			
7. Hypotheses/research covers new topics that cannot be addressed with existing SIOP data. Comments:			

Decision:

_____ Accept _____ Accept, pending changes _____ Reject

Appendix D. Privacy Laws Impacting SIOP Data Use

SIOP Privacy Policy

The SIOP Privacy Policy may be found at: <https://www.siop.org/Privacy-Policy>

EU Data Rights

On May 25, 2018, the European Union's ("EU") General Data Protection Regulation ("GDPR") went into effect. In accordance with the GDPR, identifiable natural persons ("data subjects") located within the EU must be provided with the following information:

Contact Details of Controller:

Society for Industrial and Organizational Psychology 440 E. Poe Rd. #101, Bowling Green, Ohio 43402

Purposes of Processing:

Personal data are processed for the purposes set forth in this Privacy Policy. The legal basis for the processing activities detailed in this document is by consent and contract as detailed in this Privacy Policy.

Recipients or categories of recipients of the personal data:

Personal data are received by our payment card service provider for the sole purposes of processing payment transactions on our Sites. Personal data is also received by our trusted third party business partners, who provide us with data and platform hosting services, by contract.

Personal Data Storage Criteria:

Personal data are stored by us until such time as you contact us in writing to request that your personal data be deleted.

Data Rights:

EU data subjects have the following data rights:

- Right to access to the personal data we have for such data subject;
- Right to rectification of incorrect personal data;
- Right to erasure of the personal data we have for such data subject;
- Right to restriction of processing concerning such data subject;
- Right to object to our processing of such personal data;
- Right to data portability, that is, a copy of the data we have on such data subject;
- Right to withdraw consent at any time to our processing of such data subject's personal data; and
- Right to lodge a complaint with a supervisory authority.
- You may exercise your data rights by contacting us, in writing, at the address indicated above.

The California Consumer Privacy Act (CCPA)

The California Consumer Privacy Act (CCPA) was enacted in 2018 and took effect on January 1, 2020. This landmark piece of legislation secured new privacy rights for California consumers. On October 10, 2019, Attorney General Xavier Becerra released draft regulations under the CCPA for public comment.

The CCPA grants new rights to California consumers

- The right to know what personal information is collected, used, shared or sold, both as to the categories and specific pieces of personal information;
- The right to delete personal information held by businesses and by extension, a business's service provider;
- The right to opt-out of sale of personal information. Consumers are able to direct a business that sells personal information to stop selling that information. Children under the age of 16 must provide opt in consent, with a parent or guardian consenting for children under 13.
- The right to non-discrimination in terms of price or service when a consumer exercises a privacy right under CCPA.

Appendix E. Approved Demographic Survey Items

Demographic Survey Items June 2021

Updated **June 2021** by:

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****Please note that demographic verbiage is in consistent flux. We aim for this to be a living document to be updated, at a minimum, of every 2 years.**

Originally Prepared by:

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Enrica Ruggs, *Committee on Ethnic Minority Affairs*
Jenna Eagleson, *Women's Inclusion Network*

1. Which of the following best defines your current gender identity? Select all that apply

- ☐ Genderqueer, nonbinary, or genderfluid
- ☐ Man
- ☐ Woman
- ☐ Prefer to self-describe _____
- ☐ Prefer not to respond

2. Do you identify as trans or transgender?

- ☐ Yes
- ☐ No
- ☐ Prefer not to respond

****Based on your proposed analyses, you may consider asking this additional Gender item:**

If we were to conduct an analysis comparing respondents who are men versus not men, how would you prefer your responses to be grouped?

- ☐ With the non-men
- ☐ With the men
- ☐ I would prefer my responses be omitted from this analysis.

3. Do you consider yourself to be:

- ☐ Asexual
- ☐ Bisexual or pansexual
- ☐ Gay or lesbian
- ☐ Heterosexual or straight
- ☐ Prefer to self-describe _____
- ☐ Prefer not to respond

4. Race/Ethnicity Option 1: Which of the following best defines your race or ethnicity? Select all that apply:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic, Latino/a/é, or Spanish
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Prefer to self-describe _____
- ☐ Prefer not to respond

4a. Race/Ethnicity Option 2: Which of the following best defines your race or ethnicity? Select all that apply:

- ☐ American Indian or Alaska Native
 - ☐ Provide details (e.g., Navajo Nation, Blackfeet Tribe, Mayan) _____
- ☐ Asian or Asian American
 - ☐ Chinese
 - ☐ Japanese
 - ☐ Korean
 - ☐ Vietnamese
 - ☐ Filipino
 - ☐ Asian Indian
 - ☐ Another (e.g., Laotian, Cambodian, Hmong) _____
- ☐ Black or African American
 - ☐ African American
 - ☐ Jamaican
 - ☐ Haitian
 - ☐ Nigerian
 - ☐ Ethiopian
 - ☐ Somali
 - ☐ Another (e.g., Ghanaian, South African, Barbadian) _____
- ☐ Hispanic, Latino/a/é, or Spanish
 - ☐ Mexican or Mexican American
 - ☐ Puerto Rican
 - ☐ Cuban
 - ☐ Salvadoran
 - ☐ Dominican
 - ☐ Colombian
 - ☐ Another (e.g., Guatemalan, Ecuadorian) _____
- ☐ Middle Eastern or North African
 - ☐ Lebanese
 - ☐ Iranian
 - ☐ Egyptian
 - ☐ Syrian
 - ☐ Moroccan
 - ☐ Israeli
 - ☐ Another (e.g., Algerian, Iraqi, Kurdish) _____
- ☐ Native Hawaiian or Other Pacific Islander
 - ☐ Native Hawaiian
 - ☐ Samoan
 - ☐ Chamorro
 - ☐ Tongan
 - ☐ Fijian
 - ☐ Marshallese
 - ☐ Another (e.g., Palauan, Tahitian) _____

- ☐ White
 - ☐ German
 - ☐ Irish
 - ☐ English
 - ☐ Italian
 - ☐ Polish
 - ☐ French
 - ☐ Another (e.g., Scottish, Dutch) _____
- ☐ Prefer to self-describe _____
- ☐ Prefer not to respond

5. How would you identify your religion?

- ☐ Agnostic
- ☐ Atheist
- ☐ Buddhist
- ☐ Christian: Catholic
- ☐ Christian: Protestant
- ☐ Christian: Other
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Spiritual, but not religious
- ☐ Prefer to self-describe _____
- ☐ Prefer not to respond

6. Do you identify with having or living with a disability?

- ☐ Yes
- ☐ No

7. If you answered yes to question 6, how would you describe your ability/disability status? We are interested in this identification regardless of whether you typically request accommodations for this disability. Select all that apply:

- ☐ A sensory disability (vision or hearing)
- ☐ A learning disability (e.g., ADHD, dyslexia)
- ☐ A long-term medical illness (e.g., epilepsy, cystic fibrosis)
- ☐ A mobility disability
- ☐ A mental health disorder
- ☐ A temporary disability due to illness or injury
- ☐ A disability not listed above _____
- ☐ Prefer not to respond

8. Are you a veteran or actively serving?

- ☐ Veteran
- ☐ Actively serving
- ☐ Neither actively serving nor a veteran
- ☐ Prefer not to respond

Additional SIOP Specific Item Recommendations

1. In what country do you live?
drop down menu
2. If you selected the United States, what state do you live in?
drop down menu
3. What is your age?
 - ☐ Younger than 25
 - ☐ 25-35
 - ☐ 36-45
 - ☐ 46-55
 - ☐ Older than 55
4. What is your SIOP Membership status?
 - ☐ Student Affiliate
 - ☐ Associate
 - ☐ Member
 - ☐ Fellow
 - ☐ Retired
 - ☐ N/A - Not currently a member
5. How long have you been a member of SIOP (including time as a Student Affiliate)?
 - ☐ 1 year
 - ☐ 2-5 years
 - ☐ 6-10 years
 - ☐ 11-15 years
 - ☐ 16-20 years
 - ☐ 21+ years
6. What is the highest degree you have earned?
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ MBA
 - ☐ PhD
 - ☐ PsyD
 - ☐ Other (please specify): _____
7. In what discipline is your highest degree?
 - ☐ IO/Business Psychology
 - ☐ Applied Psychology
 - ☐ Business Administration
 - ☐ Clinical Psychology
 - ☐ Communication

- ☐ Education
- ☐ Human Resources
- ☐ Leadership & Management
- ☐ Organizational Behavior
- ☐ Psychology/Social Sciences
- ☐ STEM
- ☐ Other (please specify): _____

8. What is your employment status?

- ☐ Full-time
- ☐ Part-time
- ☐ Retired
- ☐ Not currently working (e.g., family leave)
- ☐ Unemployed
- ☐ Other (please specify): _____

9. In what setting are you primarily employed?

- ☐ Academic – Business Department
- ☐ Academic – Psychology Department
- ☐ Academic – Other
- ☐ External Consulting
- ☐ Internal Practice: Commercial
- ☐ Internal Practice: Government
- ☐ Internal Practice: Non-Profit
- ☐ Other (please specify): _____
- ☐ Unemployed
- ☐ N/A

10. Would you describe yourself primarily as:

- ☐ Academic
- ☐ Practitioner
- ☐ Other (please specify): _____