



## *2019 Portland Community Insights Survey Privacy Statement*

### What Personal Information Are We Collecting and How Will We Collect It?

HR&A Advisors (HR&A), a consultant contracted through the City of Portland, will collect survey responses through a SurveyMonkey.com platform. In addition to being available online, we are also bringing the survey directly into communities using community canvassers. If you take this survey online, your device's IP address will be associated with your responses. This will be used to alert HR&A of any irregular batched or automated responses.

### Will We Share Responses with Anyone Else?

HR&A employees will have exclusive access to the online collector and will not share any personally-identifiable information with the City. Survey findings will be reported to the City only in aggregate after analysis and will not be reported at levels any more granular than the neighborhood or ZIP code levels. Findings will be reported by demographic categories to the extent that there is a sufficient number of responses to ensure privacy; otherwise, findings will only be reported at high-level categories or none at all. The survey data may be used in aggregate form to report on overall satisfaction with City services, budget and policy priorities, and to help the government better engage with diverse populations. Findings will be used in a final report that HR&A Advisors will draft on behalf of the City. It may also be published on the City Budget Office's Performance Dashboards and through the City of Portland's Open Data platform. Data and results from this survey will be retained for at least 5 years per the City Budget Office retention schedule 4811-10.

### Security Measures to Protect Your Information

HR&A will never share IP addresses with the City of Portland and will destroy the IP address records at the conclusion of the analysis, or by August 30, 2019, whichever comes first. All Community Data Fellows will sign non-disclosure agreements confirming they will not divulge any personally-identifiable information about survey responses they receive through the canvassing process. Any paper responses received will be shredded at the conclusion of the analysis, or by August 30, 2019, whichever comes first.