

# Pulse Ethics Charter

- The survey is completely anonymous, and your responses cannot be linked to you as an individual.
- The survey tool that Pulse uses to collect the views of staff does not record any identifying information (for example, IP addresses or location data are never collected).
- In any report compiled as a response to the survey, it will not be possible to identify any individual response.
- In any report, quantitative summaries will be compiled in their aggregate form and no data will be reported linked to a group of staff where less than 10 responses have been collected.
- Following a process to review and redact inappropriate or clearly identifiable comments, qualitative responses will be provided to senior leadership and will include direct quotes. These will be separated from both the quantitative data and demographic responses to ensure anonymity.
- Any qualitative comment that may make it possible for the participant to be identified will be anonymised by the Pulse survey team (made up of members from Human Resources – Organisational Culture and Capability team and an academic advisor).
- The data file that holds the individual responses will only be accessible by the Pulse survey team and this will not be shared with other parts (or people) within the university. This data-file will be password protected.