**How do we ensure anonymity?**

Prior to the start of a Staff@Work survey, the e-mail address, group assignment, and other ancillary information (e.g., department name, employee classification) for each invite is uploaded into a dedicated table in our survey delivery system. A separate, and unrelated, table is used to store the unique registration and passcodes generated at the time invitations are automatically sent out to survey invites with zero identifying information being stored in that table that would link a survey response to the actual invite stored in the invitees table. The process simply guarantees that each invited individual receives a single set of registration/passcodes. There is no information in either of these tables to relate individual invite data with their responses, and is also why it is impossible for us to re-send such codes in the case the invitation e-mail is lost.

Further, during our report generation process, we ensure that only groups consisting of at least 4 responses get reported on. Any groups with less than four responses simply gets reported higher up the organizational chain as defined by your survey administrator. This process addresses even the slightest risk than others may be able to deduce who said what in the report.