

WiLS Data Collection & Use Policy

Revision approved by WiLS Board on August 22, 2025



Policy

WiLS conducts research in the course of its work. This research can include surveys, focus groups, and other methods to collect information from members and the public. It is the policy of WiLS to:

- Protect the identity of those participating in research. Information will be aggregated and/or used anonymously unless written consent to use it otherwise has been provided by the research participant.
- Collect the minimum data needed for the purposes of the research.
- Remove personally identifiable information (PII) as soon as possible after the data is collected. All data that contains identifying information will be stored in a password-protected folder on an encrypted cloud-based server that only essential WiLS' staff members will have access to.
- Limit the number of WiLS staff who have access to the data as much as is technically possible.
- Store data only on shared secure cloud-based services and not on local computers.
- Use information collected for only the purposes stated at the time of data collection. Data may be securely stored for benchmarking purposes or for future research projects.
- Provide notifications of any data breaches of identifying information to those whose information is at risk.
- Comply with any laws, statute, or policy collected data may be subject to.
- WiLS will not sell or share any PII data to any third party.
- Destroy data according to the WiLS Records Retention policy.

Dates of Previous Version

June 2019