

# BEST COMPANIES TO WORK FOR IN COLORADO

## Statement of Confidentiality

The program partners, The SHRM Colorado State Council (COSHRM) and ModernThink LLC, respect your privacy and actively protect the confidentiality of the data collected at both the organization and individual level.

### Company Data

Through the survey and research process, ModernThink will be collecting, analyzing and, evaluating organization data and other sensitive information. ModernThink LLC, the party most directly responsible for gathering and storing the data, has satisfied the US-European Union data protection "Safe Harbor" requirements. It has also received the Better Business Bureau's Online Reliability Seal.

ModernThink and COSHRM protect your company data in a variety of ways:

- 1) Data is collected and maintained on a secure server
- 2) Data will not be released, sold or traded to any unauthorized third party
- 3) Data is shared internally with employees and/or contractors only on a need to know basis
- 4) Vendors, contractors and/or other agents who work with and/or process any parts of the data are advised of the importance of maintaining confidentiality and are required to sign Non-Disclosure Agreements
- 5) Company-specific employee survey scores will not be released without your permission; data from your company may be combined with data from other companies and then reported back in aggregate form
- 6) Information regarding a company's participation will not be released, unless it is already public information (e.g., publication of the recognized companies). COSHRM or ModernThink LLC may, however, release the registration list in any given year to other authorized media partners and/or list sponsors. If doing so, they will ensure that any recipient of the registration list signs a Non-Disclosure Agreement expressly limiting use of that list to authorized activities in connection with the Best Companies to work for in Colorado program.

Notwithstanding the above, your company's data will be added to ModernThink's national database of statistics and best practices to further ModernThink's research of employee/employer relationships and workplace dynamics. Some company-specific information (such as best practices) may be published or otherwise used by COSHRM and ModernThink to cite workplace excellence. Any such information used in a public forum will be favorable in nature and will only reflect positively on your company.

### Individual Data

Several measures are in place to protect individual survey responses and any personal data that is collected.

- 1) Self-identifying demographic questions at the end of the survey are strictly voluntary. If a survey-taker chooses to provide that information for any reason, ModernThink and COSHRM accept that act as explicit consent to use the information in the ways described in this Statement of Confidentiality or as described at the point where they so choose to disclose.
- 2) Employers are never given access to individual survey records.
- 3) Survey results within any demographic group are not reported back unless there are at least five completed surveys received in that particular demographic group.
- 4) At the end of the survey, employees are given an opportunity to respond to open-ended questions in their own words. They are advised at that time that their employer may request and receive a verbatim transcript of all comments. They are further advised that if they wish to remain anonymous, they should refrain from writing their name and/or any other identifying characteristics in their comments.

If you have any questions about this Statement of Confidentiality, please contact Liz Flood at 888.684.4658 ext. 103 or [lflood@modernthink.com](mailto:lflood@modernthink.com).