



University of California  
San Francisco

## UCSF Qualtrics Terms of Use

Qualtrics is a web-based survey tool available to all current UCSF<sup>®</sup> faculty, staff and students to support survey research and program evaluation. Clinical staff interested in using Qualtrics should contact [UCSF's Qualtrics Administrators](#).

Users of Qualtrics must comply with these Terms of Use, which also include:

- University policies and codes of conduct
  - State privacy laws and regulations
  - Federal privacy laws and regulations, including, but not limited to, Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
  - [Federal copyright laws](#)
  - Qualtrics' [Acceptable Use Statement](#)
  - All other applicable laws and regulations
1. Users shall use Qualtrics for University purposes only.
  2. Users shall not use Qualtrics for purely clinical and patient related surveys that are not related to academic research.
  3. Users shall not send unsolicited mass communication (including SPAM) in conjunction with Qualtrics.
  4. Users are responsible for downloading and securing all survey data in conformity with [UCSF policies, procedures, guidelines, standards, and best practices](#) for handling sensitive information.
  5. Users from the School of Medicine also are required to adhere to the [School of Medicine Survey Policy for Medical School Programs](#).
  6. UCSF will close Qualtrics accounts when the user separates from UCSF and delete all surveys and results.
  7. Users must abide by [UCSF Identity Standards](#) and [Use of University Name, Seal and Logo policy](#).
  8. UCSF may at any time disallow, alter, or cease access to Qualtrics or change these Terms of Use at its sole discretion.
  9. UCSF may revoke user access to Qualtrics for failure to abide by these Terms of Use.

**Policies referenced in this document:**

- **650-16 Information Security and Confidentiality**  
[policies.ucsf.edu/650/65016.htm](https://policies.ucsf.edu/650/65016.htm)
- **050-13 Use of University Name, Seal, and Logo**  
[policies.ucsf.edu/050/05013.htm](https://policies.ucsf.edu/050/05013.htm)
- **UCSF Code of Conduct**  
[chancellor.ucsf.edu/UCSFCOC.pdf](https://chancellor.ucsf.edu/UCSFCOC.pdf)
- **University of California Policies Applying to Campus Activities, Organizations and Students**  
[osl.ucsf.edu/assets/PACAOS.Supp.2010.pdf](https://osl.ucsf.edu/assets/PACAOS.Supp.2010.pdf)
- **UCSF Identity Standards**  
[www.ucsf.edu/about/identity](https://www.ucsf.edu/about/identity)
- **Information Security Policies, Procedures, and Guidelines**  
[security.ucsf.edu/EIS/policies\\_guidelines.html](https://security.ucsf.edu/EIS/policies_guidelines.html) - [dsy192-DSY\\_policies](#)
- **School of Medicine Survey Policy for Medical School Programs**  
[www.medschool.ucsf.edu/oet/policies/medstudent\\_survey\\_policy.aspx](https://www.medschool.ucsf.edu/oet/policies/medstudent_survey_policy.aspx)