

Anonymous Surveys

For many research projects, the ability to ensure survey respondents that their answers are anonymous is essential to the project's success. Anonymous surveys in Alchemer do not store [IP](#) or [geo-location data](#).

Benefits of anonymous surveys

There are a variety of reasons why people need to conduct surveys anonymously. A few examples include running private employee feedback surveys so employees feel comfortable giving feedback without the worry of being reprimanded for telling the truth or conducting educational or medical research where privacy is of the utmost importance.

Set up a survey to collect anonymous responses

Creating an anonymous survey is simple. Once you select Anonymous Responses, all incoming responses will stop your organization's access to any type of identifying information like Geodata, IP address, and email invite data. Additionally, the email invite Status Log will not include Response ID's.

The Anonymous Responses setting is *locked* once you save your response settings.

To set up your survey to anonymous responses:

1. Go to **Tools > Response Settings**.
2. Check the **Anonymous Responses** option.

Duplicate Protection ☒ No Restriction
☐ Prevent duplicates with a browser cookie, allowing for one response per computer
☐ IP Based

Anonymous Responses ☒ Hide IP addresses, geo-location and invite data

Data Retention Policy ☐ Automatically delete responses older than the data retention period for this survey (1 months). Note: this setting is not reversible. [Learn more.](#)

Response Status **Open** Stop Collecting Responses

Privacy/Data Use ☐ Require respondent to agree to privacy/data use policy.

[Save Settings](#)

If a survey is **anonymous**:

- Alchemer does not capture the device a respondent took the survey on. Alchemer marks the device as a desktop for all responses collected in a Standard Report.
- Alchemer does not include data for the [squid](#) URL variable.

Force all surveys in your account to anonymous

Account Administrators can force all surveys in the account to collect data anonymously. To set this up go to **Security > Settings**. Select the checkbox next to **Force Anonymous Surveys**.

Anonymous Surveys

Force Anonymous Surveys ☒ Hide IP addresses, geo-location and invite data for all newly created surveys in this account.

You can turn off the Force Anonymous Surveys setting. If you do so, all existing surveys that were set to anonymous as a result of this setting will remain anonymous. Newly created surveys will no longer be set to anonymous.

Anonymous Surveys and Email Campaigns

The **Anonymous Responses** setting is compatible with Alchemer Email Campaigns. If using these two features together, we will track which contacts have not yet completed the survey and send any reminders that you have set up to these contacts. **You will not have visibility to this process and will not be able to tie survey responses to the email addresses.**

Best Practice Tip

If you are using anonymous surveys, this is probably because you want to foster trust with your survey respondents. We recommend adding a *Greeting Page* with informational text at the beginning of your survey to let them know their data is secure and that their response is anonymous!

Check out our [Create a Greeting Page in Your Survey Tutorial](#).

Copy an Anonymous Survey

If you need to [copy](#) an anonymous survey, you will have the option to copy the anonymous setting as well*. When copying an anonymous survey, the **Make Survey Anonymous** setting will be selected by default. Depending on what you want to do with the copy, check/un-check this setting and click **Start Building** when you're ready.

**If your account has been configured to [force all surveys to be anonymous](#), this option will not be available on an individual survey basis.*

○ Blank Survey

○ Use a Template

➔ Copy a Survey

○ Import from Word

What would you like to name this Survey?

Example: 2020 Product research

What project would you like to copy?

search by name or ID

☐ Copy Reports

☐ Copy Email Campaigns

☐ Copy Links

☐ Make Survey Anonymous

Cancel

Start Building

Once the copied survey is created with the **Make Survey Anonymous** setting, the anonymous survey setting cannot be changed.

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