



## **ETA Business Rules for online surveys**

1. The ETA permits online surveys of its members using its contact list and within rules for data protection.
2. All online surveys should come directly from the Standing Office. Members contact details should not be transferred to a third party.
3. Questionnaires should make it clear at the beginning of the questionnaire which members should contribute (eg indicate if clinician/not clinician, cancer specialist etc).
4. To reduce the burden on members, surveys should be brief, typically limited to 10-12 questions and taking less than 15 minutes to complete. Surveys longer than this may be permitted if clearly justified and members are warned of the length in advance (in “minutes to complete”).
5. Proposals for online surveys should be submitted to the ETA secretary and Standing Office and reviewed by the relevant Board or Working Group (eg Education, Research, Guideline, Public Health, ETA Cancer Group (formerly CRN), IGN) prior to approval by the ExCom. ExCom approval is required for all surveys.
6. Proposals for surveys from National Thyroid Societies and ETA Boards can be submitted directly to the ExCom.
7. All surveys need to state clearly to respondents who will receive and process the data and how it will be used (e.g. for publication).
8. To reduce the burden on members, not more than 3 surveys should be conducted each year, including surveys of internal ETA activity, except under exceptional circumstances.
9. A maximum of 2 reminders and usually only one will be sent to members to complete any given survey.
10. All surveys should be anonymous, although respondents may be asked to provide optional identifying information (eg age, location, specialty etc).
11. Payment to cover the administration costs of the survey may be requested at the discretion of the ExCom.
12. Commercial surveys would not generally be approved. If approved, they should be individually costed and ETA members need to be informed of the origin of survey, and the destination and usage of the data.