

ADFM Data Use Policy

Approved by the ADFM Board of Directors 9.26.13

For the sake of this policy ADFM data includes all data gathered, tracked, generated or owned by ADFM, including, but not limited to, responses to ADFM Quick Hitter surveys, ADFM Financial Surveys, and other occasional ADFM surveys; ADFM list-serve queries, including responses to queries that are aggregated into one location; ADFM membership information; ADFM meeting attendance; and other information gathered by ADFM staff or officers on behalf of the Executive Committee, the Board of Directors, or the general membership.

All data from individual ADFM members (e.g. survey responses) are treated as if they were of a sensitive nature and are kept confidential by ADFM staff. Data are shared only in an aggregated or anonymous format unless special circumstances warrant the use of identifiers, at which time approval from the identifiable individuals or departments will be obtained, either implicitly in the initial request for data from departments (i.e. noting that individual or department names will be shared for a specific reason) or in an explicit request for written or electronic approval post-hoc if the reason necessitating identifiable data arose following the gathering of the data.

Any requests to use ADFM data beyond those of the internal organization (such as presenting survey results to the membership or referencing ADFM survey data results in one of our organizational space updates in the *Annals of Family Medicine*) must be submitted electronically or in writing to the ADFM Data and Special Projects Manager and the ADFM Executive Director, who will then pass it to the ADFM Secretary and the ADFM Executive Committee for approval. Requests must have an explanation of how the ADFM data will be used and the purpose of its use. After a request to use ADFM's data has been granted, there is an expectation that the requesting individual or entity provide to ADFM information demonstrating the results of the data's use (e.g., a published article, slides from a presentation, etc.). Publications and presentations using ADFM data sources must contain appropriate ADFM attestation. Questions about citation should be directed to the ADFM Data and Special Projects Manager.

ADFM staff will keep track of publications, presentations, and other such works where ADFM data has been used.

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