**Details for data/survey handling procedures in order to ensure confidentiality**

(protocol x)

1. The roster included in the social network part of the questionnaire lists names (first, last) of x by alphabetical order, such that respondents can easily respond.
2. The research team will also create a roster with random ID numbers for each person listed on the roster within the survey. Those ID numbers will be kept confidential and known only by the research team.
3. For each respondent, when he/she starts the online survey, we will provide them with a unique ID number (again this ID will only be known by the research team and the respondent).
4. When the research team enters the data, no name will be recorded, only the corresponding ID number (for each respondent as well as for each social relationship), ensuring confidentiality. No name will ever be re-attached in any report, analysis or publication of any sort - only the ID numbers.

For example, once we upload the electronic surveys, we will carefully replace the column of names with one with the matched ID # and we will then delete the name column. The roster will be kept and will only be available to the principal investigator in his UK office in a locked file cabinet for a period of x year, and then will be destroyed using a shredder.

The online survey will be designed and collected through SurveyGizmo incorporated <http://www.surveygizmo.com/>. The data collected will be kept in a protected server for which only the members of the research team may have access, using a password and log-in ID code. In addition, while respondents are taking the survey, the data will be encrypted ensuring an additional layer of security. Once the data are uploaded (from SurveyGizmo server) onto the research team computer (saved onto the Gatton server, thus protected), the data will be further deleted from the SurveyGizmo server. All spreadsheets will then be protected with a password only known by the research team to access them. Please note again that no name will appear on those electronic surveys - only ID code. Finally, all electronic records will be deleted after two years.

1. The same procedure will be repeated for each phase 1 to x of the data collection.