**[Insert name of Survey]** Privacy Statement
(last updated: **[Insert date updated]**)

Microsoft is committed to protecting your privacy. This privacy statement applies to the **[insert name of survey]** survey. It does not apply to other Microsoft surveys, sites, products or services.

**Collecting Your Information**

Some personal information may be collected about you if you choose to participate in the survey. In particular, your responses to survey questions, as well as details about how you connected to this survey website, including your IP address and the date and time when you connected may be collected. Information collected may also include contact details, such as your name, address, email address and phone number.

Survey responses are collected by **[name of supplier]**, a market research company commissioned by Microsoft to conduct this survey on Microsoft’s behalf. All information collected by **[name of supplier]** in the context of this survey will be shared with Microsoft.

**How Microsoft Uses Your Information**

* **[Choose one of the following:]** Your responses to the survey questions will be linked to the contact information you have provided to Microsoft (either in the survey or during a previous interaction with Microsoft) so that we can identify how individual survey participants responded to the questions. **OR** Your responses to the survey questions will not be linked to your name or to any contact information that you have provided to Microsoft. Your responses to the survey questions, and information about how you connected to the survey website, may be aggregated with other survey responses.
* Your contact details, including your name, phone number, address and email address, may be used by Microsoft to carry out the survey, to communicate with you about the survey, to provide you with incentives for completing the survey, and to carry out any other transactions you have requested or authorized. If you have provided your permission, Microsoft may also contact you regarding participation in future research. Microsoft may also use the collected information to administer the survey, to improve future surveys, and to analyze aggregate trends and survey results.