

Educational Data De-Identification Checklist

Project Information

Project Title:

Responsible Person/Team:

Date:

1. Direct Identifiers Removal

☐ All direct identifiers (e.g., name, address, student ID) have been removed. ☐ All contact information (e.g., phone number, email address) has been removed. ☐ Photographic or biometric data has been removed.

2. Indirect Identifiers Review

☐ Details like date of birth, gender, ethnicity, location are generalized or removed. ☐ Small cell sizes (potentially identifying individuals) have been managed.

3. Data Aggregation and Generalization

☐ Data has been aggregated, where possible, to reduce identifiability. ☐ Dates have been shifted or generalized (e.g., year instead of full date).

4. Sensitive Categories

☐ Sensitive fields (e.g., disability status, disciplinary action) reviewed for necessity and risk. ☐ Suppressed or further masked sensitive categories if risk of re-identification exists.

5. Re-Identification Risk Assessment

☐ Attempted record linkage to public data or unique combinations to check risk. ☐ Results of risk assessment documented.

6. Data Use Agreements & Access

☐ Data access limited only to necessary personnel. ☐ Data use agreements are in place for all recipients. ☐ Procedures for data sharing and retention are documented.

7. Documentation

☐ All de-identification steps documented. ☐ Version history and audit trails maintained.

Notes / Comments