

# Survey Response De-Identification Checklist

## Identifiers Removal

- ☐ Remove direct identifiers (name, address, phone number, email, etc.)
- ☐ Remove or recode unique identifiers (ID numbers, codes, etc.)
- ☐ Remove or generalize small geographic data (zip code, city, coordinates, etc.)
- ☐ Delete or obfuscate free-text responses revealing identity

## Indirect Identifier Review

- ☐ Review and aggregate demographic variables (age, ethnicity, etc.) as necessary
- ☐ Suppress or modify rare characteristics or outliers
- ☐ Evaluate dates for possible re-identification and shift or generalize as needed

## Data Consistency

- ☐ Check and redact embedded identifying information in comments or "other" fields
- ☐ Ensure file properties (meta-data) do not include identifiers

## Review & Notes