**3DHB ITC Data De-identification Guide\***

Step 1 Tick the “Before” column for every data item present in your data set **before** you de-identify it

Step 2 De-identify your data set

Step 3 Tick the “After” column for every data item present in your data set **after** you have de-identified it

|  |  |  |
| --- | --- | --- |
| **Data Item** | **Before** | **After** |
| Names |  |  |
| Addresses except for the first digit of a post code e.g. “5011” becomes “5” |  |  |
| Dates directly related to an individual except for year e.g. “25/12/1970” becomes “1970” |  |  |
| Phone and fax numbers |  |  |
| Email addresses |  |  |
| Work and Income numbers |  |  |
| National Health Index numbers |  |  |
| Insurance policy numbers |  |  |
| Bank account numbers including debit & credit card numbers |  |  |
| Driver licence numbers |  |  |
| Vehicle serial numbers, including registration numbers |  |  |
| Device identifiers and serial numbers |  |  |
| Web addresses (URLs) |  |  |
| Internet Protocol (IP) address numbers |  |  |
| Biometric identifiers, including finger and voice prints |  |  |
| Full face photographic images and any comparable images |  |  |
| Social media identifiers |  |  |
| Any other unique identifying number such as staff number or log in ID |  |  |

Any code used to replace the identifiers in datasets cannot be derived from any information related to the individual. For example, a subject's initials cannot be used to code their data because the initials are derived from their name.

\*Derived from “HIPPAA” data de-identification rules (Health Insurance Portability and Accountability Act, USA)