



## Your situation

You have *not* informed participants that the research materials, including their personal data, would be shared.

You do *not* hold participants' contact details (e.g. addresses, phone numbers, etc.).

You have *not* promised full confidentiality to participants.

You have *not* promised that all research materials would be destroyed at the end of the research project.

You have *not* promised full anonymization of the data at the end of the collection / research project.

You have announced to participants a personal data collection purpose limited to a specific project.

You have not permanently deleted all indirect identifiers.



## You cannot share your data

Since you no longer have participants' contact details, you cannot renegotiate the data processing terms and conditions. Anonymization is therefore your only option.

As long as you still hold (directly or indirectly) identifying data, the dataset is not anonymous, and consequently the data cannot be shared.

You can consult the resources below to find out how to fully anonymize the data. Once you have fully anonymized the data, carry out another shareability evaluation.



## Best practices / recommendations

In the social sciences, it is extremely difficult to have completely anonymous data. We recommend that you carefully examine your dataset to confirm that it is indeed anonymous as defined by the law. Pay particular attention to combinations of variables.

You can consult the resources listed below.



## Resources

**FORS Guides:** consult our guides on key data management topics, including data management planning, data protection, informed consent, data anonymisation, data sharing: <https://forscenter.ch/publications/fors-guides>

**Data management webinar series:** discover our webinars on the above topics, as well as on data documentation and security:

<https://forscenter.ch/data-management-webinar-series/>

**FORS archiving resources:** check out our wider archiving resources:

<https://forscenter.ch/data-services/help-resources/>

**SWISSUbase resources:** get access to SWISSUbase and its resources:

<https://resources.swissubase.ch/>

**Open Science at UNIL:** <https://www.unil.ch/openscience/en/home.html>

**Contact us:** for any questions, get in touch with us: [datago@unil.ch](mailto:datago@unil.ch)