

GD061

Anonymising Documents Containing Participant Identifiable Information

If there is a need to upload documents that contain participant identifiable information/provide documents for monitoring purposes or further information for safety reporting purposes, then these documents **MUST** be redacted in a way that the participant identifiable information can no longer be seen. This Guidance document describes the ways in which this can be done.

1. Screen shots:

Screen shots of participant data can be used where no identifiable information can be seen.

- Copy and paste the information you need into a word document.
- Identify the word document with the participants unique study Identification ONLY.
- Checks must be completed to make sure no identifiable information has been included.

2. PDF:

To redact information in a PDF, use the redaction tool in the PDF editor.

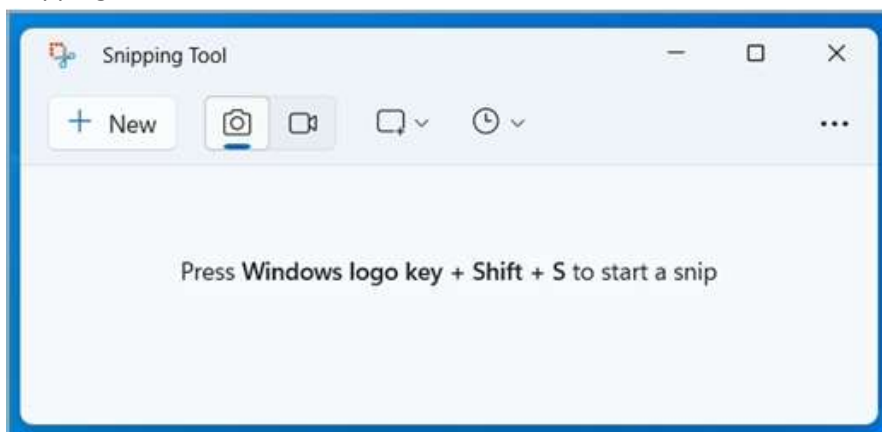
- Select the “Redact” option.
- Mark the text or images you want to remove.
- Select “Apply” to permanently remove the content.
- ***ESSENTIAL*** Ensure you save the file with a new name.
- The document should be named with the participants unique study identification.

3. Photocopy:

Photocopying a document is an easy way to obscure patient data. This can be done in a couple of ways.

- Obscure the information with paper or a sticky note and then photocopy the document.
- Take a copy of the document, use a china marker pencil to obscure the participant information and then re-copy the document.
- ***ESSENTIAL*** Please re-check the document once photocopied.

4. Snipping tool:

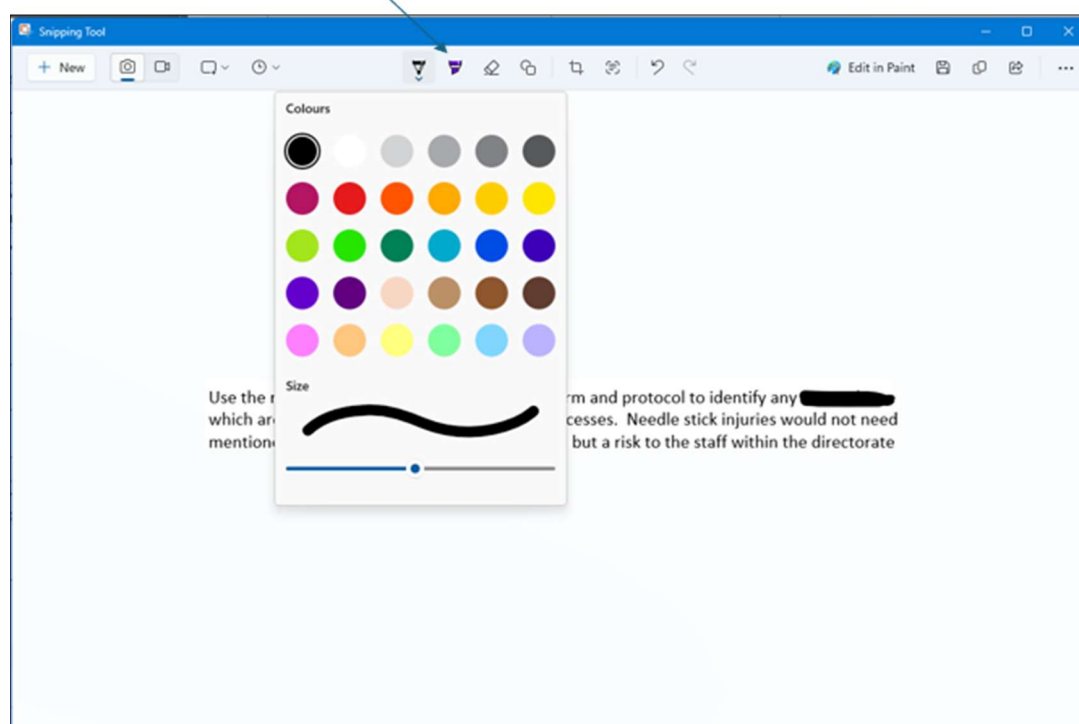


Your screen will change to a grey colour. Take a snapshot of the words or images you wish to use by left clicking and dragging your mouse across the area.

Capture any of the following types of snips:

| | |
|--------------------|---|
| Freeform | Draw a freeform shape around an object. |
| Rectangle | Drag the cursor around an object to form a rectangle. |
| Window | Select a window, such as a dialog box, that you want to capture. |
| Full screen | Capture the entire screen. |
| Video snip | Capture a video clip of a rectangular selection of any part of the screen you like. |

You can redact using the pen option:



When you capture a snip, it is automatically copied to the Snipping Tool window where you make changes, save, and share. Your images or words can be pasted into a new word document. This will only work for the area on the screen that you can see, so it is not relevant for redacting a whole document.