Working with Sensitive or Confidential Research Data in the Humanities and Social Sciences

John Southall
Bodleian Data Librarian

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Data Storage

• Securely storing the data is key
• During research when data is active / live
• Requires appropriate secure handling and storage
  • Use approved tools – OneDrive for Business
  • https://help.it.ox.ac.uk/which-onedrive
  • Avoid common but unapproved tools – Dropbox, email
  • Seek advice from department (local solutions) and RDO
Welcome to the Research Data Oxford website

About RDM
Overview of research data management and funder policies.

Working with data
Data management day-to-day and at the project planning stage.

Sharing data
Sharing, licensing, depositing, and citing your data.

Tools, services, and training

Research data glossary

Oxford research data blog

ORA-Data

Deposit your data

Not sure if you're ready? See the Pre-deposit checklist

University research data policy
What does my funder expect?
Data management planning
A to Z site index
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Recent blog posts
Data Preservation

• Securely storing the data is key
  • But only one part

• In addition consider efficient access for you
  • Short term
  • Long term

• How to manage sensitive data
  • Moving material around
  • Honouring agreements made
  • Preserving the data for the future
Demonstrate Steps Taken

• Be clear on your security measures
  • Well Documented
  • Open to potential audits / inquiries

• Applies to all sensitive data
  • Created by project
  • Acquired from other sources
  • Covered by external agreements
  • Terms of use
  • Data Legislation
Legal Regulation - GDPR

• General Data Protection Regulation (GDPR)
• Addresses handling/processing of personal data
• Information Commissioners Office ICO definition of personal data
• “If it is possible to identify an individual directly from the information you are processing, then that information may be personal data.”
GDPR Exemptions

• Non-commercial / Non-administrative use
  
  • “Research occupies a privileged position within the Regulation. Organizations that process personal data for research purposes may avoid restrictions on secondary processing and on processing sensitive categories of data (Article 6(4); Recital 50). As long as they implement appropriate safeguards”

• “...these organizations also may override a data subject’s right to object to processing and to seek the erasure of personal data” (Article 89).
Three General Approaches

Whether Personal, Confidential or Sensitive

• Destroy
• Anonymise
• Restrict
Data Destruction

• During or after a project
• Make a good case for this
  • Full or partial destruction?
• Satisfy stakeholders it is unavoidable
• Use appropriate tools
  • Eraser - DBAN - Disk Utility (Mac)
• Requires good reasons
• Wasteful
Anonymisation

• During and after a project
• **Light** touch; limited key identifiers e.g. Names and addresses only
• Replacement / Pseudonyms – data blurring
• Aggregation – fine grain detail/numbers removed
Blurring, Masking or Anonymisation

• Perhaps best used for **particular content**
  • Removing columns from spreadsheets
  • Specific names/words in transcripts
• But an imperfect solution – too blunt a tool?
• Dangers of data degradation or distortion
• ICPSR guidance on RDM and confidentiality
  • [www.icpsr.umich.edu/web/pages/datamanagement/index.html](http://www.icpsr.umich.edu/web/pages/datamanagement/index.html)
• UK Data Service guidance
  • [ukdataservice.ac.uk/learning-hub/research-data-management/](http://ukdataservice.ac.uk/learning-hub/research-data-management/)
Restricting Access

• Anonymisation allows wide access to less data (ie by removing content) post project

• An alternative approach is to leave content but make access harder
  • Vetting of access during a project
  • Require clear access and usage conditions when preserved
  • E.g. Microdata from Eurostat or UKDS etc.
  • Introduce embargoes (last resort)
Restricting Access

• Best used for **general content** confidentiality?
• Effective or credible policing of restrictions needed
• Requires **planning from the beginning**
• Indicated in consent
Planning for Handling and Use

• Document the research process
  • Metadata captures decisions with clear requirements
  • How sensitive data will be managed and processed

• Pilot consent paperwork

• Think about what could go wrong!
  • Collecting unnecessary data
  • Hardware /software failure
  • Security – breaches - theft
  • Managing accusations of disclosure
What next?

• Seek support and advice
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