

Checklist for de-identifying a learner's personal information

These tips are some simple actions you can take when developing or maintaining your privacy function.



Remove direct identifiers:	Remove indirect identifiers:
learner names, including initials and nicknames	unique achievements (e.g. prizes won, scholarships awarded)
National Student Number (NSN) and other unique identifiers	specific family details (e.g. details of parents and siblings)
year level	community or cultural references specific to a learner or small group of learners
address, contact details, email address, links to social media pages	combination of information (e.g. Year 13 head girl who captains the cricket team)

Generalise or aggregate:
replace learner names with unique codes if you need to track results over time (e.g. learner A, B, C or Learner 001, 002, 003)
use totals, ranges or percentages instead of individual scores (e.g. 10 learners scored 80 – 90% on the Year 11 internal maths assessment)
group by categories instead of specifics

