Criteria to consider for redaction before external release

All of the items below should be considered on a case by case basis, taking into account the context and potential privacy impact. If in doubt, seek advice from your NHS board Information Governance colleagues or see guidance issued by the Information Commissioner’s Office.

<table>
<thead>
<tr>
<th>Category of Data</th>
<th>Must be redacted</th>
<th>Consideration to be given to redaction on an individual basis</th>
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</thead>
</table>
| Patient personal details | • Name (both surname and forename)  
• Date of birth  
• Specific age reference  
• Hospital number  
• CHI number  
• Address (own or associated)  
• Postcode  
• GP  
• ‘Direct lift’ clinical information taken from patient/deceased patient’s medical records  
• Detailed clinical investigation results  
• Full medical history  
• Date adverse event happened | • Assess the uniqueness of the disease/diagnosis/testing - some common diagnoses combined with other data may risk identification. For example, childhood leukaemia is not unique, but is rare, and when given with other details such as a single hospital in a small NHS board area, it potentially identifies individuals.  
• Consider providing the following if it would help provide context and support understanding and learning (unless, with other information, it could identify persons):  
  • relevant medical history or clinical information  
  • patient’s age range, for example ‘60-70 year old’  
  • the month and/or year the adverse event occurred |
| Family, carer or donor details | • Name (both surname and forename)  
• Address (own or associated) |  |
| Gender identification or relationship terms for patients, family, carer, donor or staff | The following must be redacted if, with other information, it could potentially identify people involved:  
• His/Her  
• He/She  
• Male/female  
• Relationship terms, such as mother, wife, grandfather, partner, boss. | • Consider including gender reference if the context is relevant and gender specific, for example the adverse event involved a pregnant woman |
| Staff personal details (does not apply to staff identified as investigator or report author) | • Name (both surname and forename)  
• Specific age  
• Years of service  
• Qualifications | • Generic job title or occupation can be retained such as Nurse A, Doctor B, Consultant C  
• Consider providing a general indication of staff’s level of experience or skills if it would support learning, for example ‘an experienced senior nurse’ (unless, with other information, it could identify people) |
| Hospital/Site | • Ward | • Consider the description of specific, specialist or small services, departments, clinics or hospitals - replace with more generic term such as ‘community services’, ‘clinic A’ or ‘Health Centre B’ |
| Other identifying factors | The following must be redacted if, with other information, it could potentially identify people involved:  
• third party contractors or specialists  
• named contracted/commercial firms | • Third party hospitals providing specialist services |

1 This checklist is an adaptation of the checklist originally developed by NHS Lanarkshire

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