

De-identification of Datasets

When the researcher wishes to retain a deidentified copy of a dataset, such as for Open Data compliance or for possible future research, the following process must be followed:

1. Complete a "PHI De-Identification Certification Form" located at *R:\All_Staff\Forms\PHI De-Identification Certification.pdf*.
2. Email the Privacy Officer at Carolyn.Thell@VA.gov stating the purpose of the request (e.g., maintenance of a de-identified dataset following completion of the study). Attach the completed and signed PHI De-Identification form along with the deidentified dataset to the email to the Privacy Officer. **Encrypt the email.**
3. The Privacy Officer will respond to you in one of the following ways:
 - a. Confirming the dataset is de-identified
 - b. Letting you know what corrections must be made in order to ensure the dataset is de-identified.
4. Retain the PO's documentation of the de-identification of the dataset.