

ISSDA Checklist for Data Depositors

ISSDA accepts cleaned and anonymised/pseudonymised data. Prior to depositing data please read the following checklist and check data complies where relevant:

1. Check legal, ethical and intellectual property rights to ensure data can be shared
<ul style="list-style-type: none">a. Intellectual Property/Copyright rights are in place to share the datab. Any required ethical approvals are in placec. Where relevant informed consent is in placed. Where relevant participants have been informed of future data sharing and reuse
2. Check your data complies with GDPR and is pseudonymised/anonymised prior to deposit to ensure individuals cannot be re-identified
<ul style="list-style-type: none">a. All direct identifiers removed<ul style="list-style-type: none">i. Direct identifiers include but are not limited to - name, address or detailed geographic location including postal code, date of birth, telephone number, IP address, email, student ID, PPS no, passport no.b. Indirect identifiers checked to ensure there are no outliers and that they cannot be combined to identify an individual. Where there are outliers or low numbers of observations it may be necessary to recode demographic variables that could allow re-identification in combination with other variables.<ul style="list-style-type: none">i. Indirect or quasi-identifiers include but are not limited to - sex, gender, age, region, occupation, work place, status in employment, economic activity, occupation status, income, ethnicity, religious affiliation, socio-economic status, marital status, sexual orientation, household composition, education level, nationality, mother tongue, membership of a trade union, rare diseasesii. Potential anonymisation/pseudonymisation actions for indirect identifiers<ul style="list-style-type: none">1. Banding or aggregating - for continuous variables like age or income to create broader categories2. Top or bottom coding - for extremes at the top or bottom of scale for age, household composition, income or financial variables3. Re-coding or generalisation - for ethnicity, educational attainment, employment, nationality, religion, geographic location, etc., merge detailed subcategories into broader groups

	<p>4. Delete variable - for disclosive or sensitive variables that cannot be recoded</p> <p>c. Open-ended questions - Open-ended questions can contain information that could re-identify participants. Remove or carefully check all answers to open-ended questions in case they contain information that identify individuals.</p>
3. Check the quality of your data by following the data cleaning and checking steps	
	<p>a. Check whether values are labelled clearly, correctly and consistently</p> <p>b. Check all missing values are accounted for (e.g. Don't know, refusal, non-response, etc)</p> <p>c. Check for errors or inconsistencies in data (e.g. a date instead of a number, a non-smoker should not have a cigarette consumption field completed, etc.)</p> <p>d. Check for spelling and typing errors - Spellcheck variable names, labels, value labels and string variables (e.g. by exporting all labels to MS Excel and conducting a spell check)</p> <p>e. Check for information attached to the dataset that you do not want to include (e.g. notes attached to the dataset or preliminary comments)</p> <p>f. Scan data for any unlabelled values</p> <p>g. Check data file against the codebook/data dictionary</p> <ul style="list-style-type: none"> i. Ensure all variables in the data file are included in the codebook ii. Ensure consistent naming across the data file and codebook
4. File Formats	
	<p>a. Ensure data is in either recommended or accepted file formats. See ISSDA File Format Policy</p>
5. Documentation	
	<p>a. Gather relevant documentation which will assist in future use of the dataset. Check documentation for personal data, tracked changes or comments. Documentation can include the following:</p> <ul style="list-style-type: none"> ● Codebook/data dictionary ● Information on derived variables and anonymisations/pseudonymisation actions ● Questionnaire(s)/survey instrument ● Interviewer instructions and showcards, where relevant ● Summary guide to dataset ● Methodological information ● Reports - final report, technical report ● Informed consent - blank copy where relevant ● Participant Information Leaflet (PIL) - where relevant

- Information on any incentives for taking part in survey
- Related publications - citation of related publications in APA format and link to publications

6. Completed data deposit documentation

- a. Complete [Data Deposit Form](#)
- b. Select appropriate deposit Licence:
 - i. [Open Access](#) - Datasets may be downloaded without registering for an ISSDA Dataverse account.
 - ii. [Restricted Access for Pseudonymised Personal Data](#) - Select whether data is available for research only or research and teaching use. End Users must create an ISSDA Dataverse account and complete a data request form. End Users must be based in the EEA or adequacy decision countries to access data.
 - iii. [Restricted Access for Non-Personal Data](#) - For datasets which are fully anonymised or contain non-personal data and are not covered by GDPR. Select whether data is available for research only or research and teaching use. End Users must create an ISSDA Dataverse account and complete a data request form.

7. Final Checklist

- I confirm I have the right to deposit data
- I confirm the data has been anonymised/pseudonymised
- I confirm the data has been checked for outliers, errors and inconsistencies
- I have compared the data and documentation
- I have gathered all relevant documentation
- I have completed the ISSDA data deposit documentation (data deposit form and licence)

The following data deposit guidelines and checklists were consulted in the preparation of the ISSDA Checklist for Data Depositors

- Butzlaff, Iris (2022). Data Deposit Guideline (Public version) v2.0. Vienna: The Austrian Social Science Data Archive. https://aussda.at/fileadmin/user_upload/p_aussda/Documents/Data-Deposit-Guideline_SUF_v2_0.pdf
- UK Data Service (n.d.) Prepare your data collection for deposit. <https://ukdataservice.ac.uk/help/deposit-data/prepare-your-data-for-deposit/>
- UK Data Service (n.d.) Anonymising quantitative data. <https://ukdataservice.ac.uk/learning-hub/research-data-management/anonymisation/anonymising-quantitative-data/>