**Recommendations for anonymisation of
'Pioneers of Social Research"**

Background to the project

This qualitative study is a detailed examinations of the lives of significant researchers. In total, there are 38 interview transcripts which need to be anonymised to protect participant identities. Replacement procedures must be consistent throughout the anonymisation process. As this is an open collection with permission to share data, the overall approach is a "light touch" to anonymise any details which pose a major ethical issue. The level of anonymisation required by each of the interviews will vary subject to the degree of detail contained in each interview. This document contains a guideline to inform a standardised anonymisation procedure.

File management

- A copy of the original file is to be made; all changes will be made to the new file and the original file is to be kept until all anonymization of the whole project is complete. Once anonymization is complete, the original files will be stored under \noissue.
- Each interview is to be read in full. Any details which pose possible ethical issues are to be described in a separate document, along with the page number of the interview transcript, for review.
- After review, if changes are deemed to be necessary, demonstrate what has been changed within the transcript by placing square brackets around the anonymised word or phrase.
- No anonymisation log needs to be created. This document and the use of [ ], and the retention of unanonymised versions will be sufficient.

Mandatory anonymization
- No changes are to be made to direct identifiers.

Possible anonymization
Changes to the following details must be made on a case-by-case basis. Consider the context of where these details arise and whether or not anonymisation is absolutely necessary.

Reputation of researcher

- Any details which would diminish a researcher's reputation or established work should be flagged. Pseudonymisation or anonymisation will be executed accordingly.

Medical

- Any information which details the medical conditions of people other than the researcher or participants should be flagged. Relevant anonymisation procedures will be executed accordingly.

Sensitive Material
- Any material deemed to be particularly sensitive (included details of legal cases, unfavourable opinions of others, or personal details) will be discussed with a manager, and the relevant anonymisation procedures will be executed accordingly