

Trainer guidance: Privacy and anonymization

Learning materials provided by the Guide on Open Government Data (OGD) Action Planning for Sustainable Development can be used for sensitization and training of government officials and other OGD actors. This document aims to provide guidance to trainers who will use the learning materials on *Privacy and anonymization* as a training module on this topic.

Module Overview		Notes
Type	Group work with short introductory lecture/presentation	Followed by Q&A moderated by facilitator
Time	120 minutes	<ul style="list-style-type: none"> ○ 10 min introductory lecture/presentation followed by group work. ○ 10 briefing on group work methodology ○ 70 min group work. Each group has one facilitator and one rapporteur ○ 30 min reporting back to plenary
Target Participants	All groups B to F (see below)	Max 30 participants, in groups of 5 to 6 per table
Prerequisites	Non	
Materials	<ul style="list-style-type: none"> ○ Selected dataset containing personal data ○ Data anonymization flowchart 	<ul style="list-style-type: none"> ○ One laptop per group ○ One flipchart per group ○ Stickers and pens
Presentation	Slides English	Privacy and anonymization
Further reading	OGDCE Guidelines	OGDCE Guidelines

Learning objective

By completing this training module, participants will learn about:

- The basic terms and concepts of privacy, personal data and anonymization
- Anonymization methods and techniques
- How to decide if a dataset needs to be anonymized before publication
- How to use and apply basic anonymization methods to a dataset that contains personal data

Group work setup

10 min	Lecture presentation on the topic - by Data Anonymization Expert
10 min	Group work introduction
70 min	Group work - facilitated by Facilitators
30 min	Presentation by Rapporteurs and Q&A

Group work flow

Exercise 1. Personal data assessment (35 min)

- Using the [Data anonymization flow chart](#)

- Assess datasets for personal data
- Assess datasets for data that could be used to identify individuals

Exercise 2. Data evaluation (35 min)

- Anonymize personal data in datasets

Rapporteurs report back to plenary (30 min)

Guiding Questions

By completing this module, participants will be able to answer the following guiding questions:

- What are personal data?
- Why personal data should not be published?
- What datasets might contain personal data?
- What is anonymization?
- What are the limitations of anonymization?
- How to decide if a dataset needs to be anonymized before publication?

Expected outputs

By attending this module, participants will be able to:

- Explain the terms and concepts of privacy, personal data and anonymization
- Assess if a dataset needs to be anonymized before publication
- Use basic anonymization methods to anonymize a dataset that contains personal data

Methodology

This module will be conducted by a Data Anonymization expert and a group of facilitators. The expert will introduce the module and provide an overview on the methodology, learning objectives, materials to use, expected outcomes, and required documentation and reporting. The expert will then deliver a 10-minute presentation on the subject. After the presentation, participants will split in small groups of 5 to 6 people for hands on group work for 80 minutes (including 10 min group work introduction). Each group will have a facilitator who will facilitate the discussions, help the group meet the learning objectives, use the materials and produce the expected outputs. Each group will have one laptop with Internet access and standard office software. Each group will nominate one group member as rapporteur. The rapporteur will take notes and capture the main discussions and outputs of group work. After the group work, the rapporteurs will summarize the discussions and present the outputs to the plenary (5 minutes for each group). A Q&A session moderated by a dedicated facilitator will follow.

Target Participants

- A. Government leaders (top-level, policy/decision makers)
- B. Government specialists and technicians (mid-level, ICT department, statistical office)
- C. Civil Society Organizations (CSO) representatives
- D. Independent journalists and representatives from media organizations
- E. Academia (public administration, informatics, statistics)

F. Private Sector (ICT companies and start-ups)