

Closing Checklist for User Research

The biggest reason to protect data collected for user research is that all companies have an ethical responsibility to protect it. Here are some best practices when it comes to data privacy and protecting the personal information of your participants.

	Data	Process for destruction	When
<input type="radio"/>	Lists of participants for research	Permanently delete file	At project close
<input type="radio"/>	Recruitment surveys	Permanently delete file survey	At project close
<input type="radio"/>	Invite in Outlook	Permanently delete invite	At project close
<input type="radio"/>	Videos and audio of interviews	Permanently delete files	30 days post project close
<input type="radio"/>	Email communications which contain PII	Permanently delete emails	At project close
<input type="radio"/>	Observation notes from interviews	Archive consolidated notes sheet with anonymized participant reference	At project close
<input type="radio"/>	Reports	Archive all reports, there is no personally identifying information in these reports. Reports shared via Dropbox folder to client and subsequently access to the report is limited to an archival folder that is only accessible by the Dropbox administrators (principles of the company).	30 days post project close
<input type="radio"/>	UX design, visual designs and prototypes	Archive all design assets, there is no personally identifying information in these designs. Design assets shared via Dropbox folder to client and subsequently access to the report is limited to an archival folder that is only accessible by the Dropbox administrators (principles of the company).	30 days post project close