

Services Anonymization Methodology

Purpose

This document describes the methodology Unihelper.io uses to anonymize personal and institutional data when group formations or related records are archived in the platform. The purpose of this process is to ensure that no personally identifiable information (PII) remains accessible after archival, in alignment with GDPR principles of data minimization, storage limitation, and privacy by design.

Scope

This anonymization methodology applies to all:

- Group formations archived by institutional administrators or by automated retention policies.
- Related entities and records, including but not limited to:
 - Participants
 - Group formation metadata
 - Group data
- Surveys, assessments, and analytics outputs

It applies equally to all customers regardless of location, subject to local data protection requirements.

Triggers for Anonymization

Anonymization is initiated on the participants of a group formation when it is manually archived by an authorized user.

Methodology

When anonymization is triggered, Unihelper.io's system performs the following transformations:

Removal of Direct Identifiers

All fields containing personally identifiable data are deleted or replaced with null values, including:

- Names
- Email addresses
- Institutional identifiers (e.g., student number, staff number)
- Free-text comments containing names or personal references

Data Retention and Backup

- **Anonymized records** (e.g., aggregated data) may be retained indefinitely for research, benchmarking, and service improvement, provided no personal identifiers exist.
- **Backups** containing pre-anonymization data are retained for a maximum of 30 days after anonymization is completed, after which they are securely overwritten.

Reversibility

Anonymization under this methodology is irreversible. Once anonymized, data cannot be re-identified, linked, or restored to its original state.