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RCU ILR Anonymiser User Guide

ILR anonymisation and deprivation
band csv creation

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RCU ILR Anonymiser User Guide (v1)



This guide provides the information you need in order to strip all personally identifiable information from an ILR. ILR guidance and specification can be found [here](#).

Anonymisation.

The ILR Anonymiser removes personal information from ILR files. Structural integrity is retained throughout. This process will not modify your existing ILR file in any way.

What gets anonymised.

The following list identifies all the unique fields included in the ILR which will be anonymised when using the RCU ILR Anonymiser:

- FamilyName
- GivenNames
- AddLine1
- AddLine2
- AddLine3
- AddLine4
- TelNo
- Email
- ULN



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- NINumber
- UCASPERID
- UCASAPPID
- SSN
- Postcode
- PostcodePrior
- LSDPostcode

The supplementary geographical information file.

The supplementary geographical information file matches postcodes to their respective deprivation band, local authority district and local authority ward.

Once the postcode field has been matched and linked to this information it is anonymised. The matched information, including deprivation band is then copied to a separate CSV file which will appear in the selected output location.

The derived information is then used to produce deprivation reports and further statistical analysis. Please note, tool uses indices of deprivation 2019 to identify the deprivation band in which a learner lives.



How to use the RCU ILR Anonymiser

This guide will walk you through all steps involved in the process from download to ILR anonymisation.

1. Download and Installation.

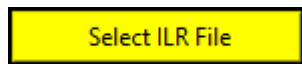
You can download the ILR Anonymiser from <https://www.rcu.co.uk/anonymiser/>. No installation or permissions are required after downloading. However, your firewall will need to allow the zipped ILR anonymiser file through for successful download.

Please ensure you are downloading the relevant anonymiser tool for the required academic year. For example, to anonymise 2021/22 ILR data you will need to use the version labelled 2021/22 ILR anonymiser.

Once downloaded, the program can be run by double clicking the application.

2. ILR anonymisation

Select ILR File. Once the application is open, please click the 'Select ILR file' button pictured below:



Navigate to ILR. You will be prompted to navigate to your specific ILR folder file. (Format: ILR-xxxxxxxx-xxxx-xxxxxxxx-xxxxxx-xx.xml)

Once the ILR file has been located please click 'Open'. A confirmation window will then clarify the selected filename and the output folder location. All outputs created will be placed in the same folder as the selected ILR location.

3. Anonymisation and Deprivation creation.

This process may take up to five minutes depending on the file size of the ILR.

The tool will automatically strip out all personally identifiable fields from the ILR, and will simultaneously create the supplementary geographical information CSV file.

File explorer will open automatically in the output location to present the newly created files.



Outputted files.

On completion of the ILR anonymisation process, one new ZIP file will be placed inside the originating folder. This new ZIP file will include the anonymised ILR (xml file) and the deprivation band lookup table (csv file).

The new ZIP files will appear as:

- RCU_ILR-xxxxxxxx-xxxx-xxxxxxxx-xxxxxx-xx.zip

Inside this file you should see:

- RCU_ILR-xxxxxxxx-xxxx-xxxxxxxx-xxxxxx-xx.xml.anon
- RCU_ILR-xxxxxxxx-xxxx-xxxxxxxx-xxxxxx-xx.csv

Uploading the new anonymised ZIP file to MIDES

On completion of the anonymisation process you will now be able to **upload the compressed zip file** (containing both the xml. anon and csv files) to your college's secure area within the MiDES Benchmarking Service website.

Please navigate to <https://mides.rcu.co.uk/> to upload and once you are logged in, select the button labelled 'Upload Your College Data Here' located at the bottom left of the home page.

In-year benchmarked reports for AoC member colleges

Latest Downloadable Reports:

- Learning Summary (2020-21 R14)
Summary of Learning in 2020/21 [DOWNLOAD](#)
- GCSE English & Maths (2020-21 R14)
GCSE English and Maths [DOWNLOAD](#)
- In-Year Retention & Pass Rates (2020-21 R14)
In-Year Retention and Pass Rates [DOWNLOAD](#)
- Higher Education (2019-20)
Higher Education [DOWNLOAD](#)

[VIEW ALL DOWNLOADABLE REPORTS](#)

Interactive Reports:

- 16-19
Benchmark data for 16-19 Funded Learners [VIEW](#)
- Adults
Benchmark data for Adult Learners (ASB plus FE Loans) [VIEW](#)
- Apprenticeships
Benchmark data for Apprenticeships [VIEW](#)

[UPLOAD YOUR COLLEGE DATA HERE](#) [READ MORE ABOUT MIDES](#)



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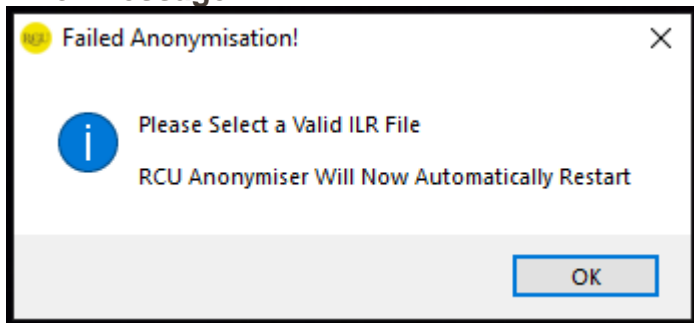
Software Requirements

Current Supported Operating Systems:
Windows 10(64-bit)

Troubleshooting

The following presents a brief description of some potential error messages you may encounter when running the ILR anonymiser tool.

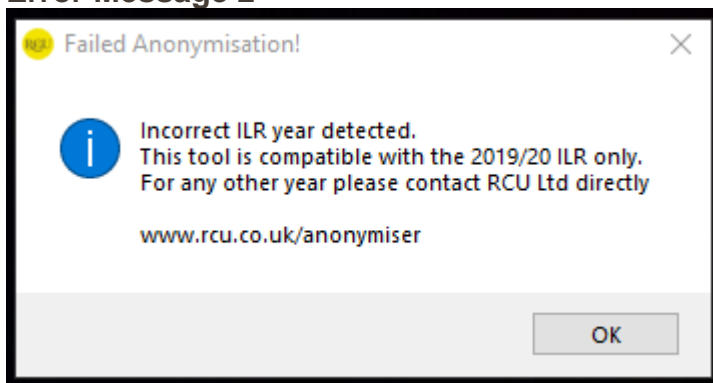
Error Message 1 -



Why am I seeing this error message?

This will happen if a .XML file has not been selected. The ILR anonymiser will only work with .XML files.

Error Message 2 -



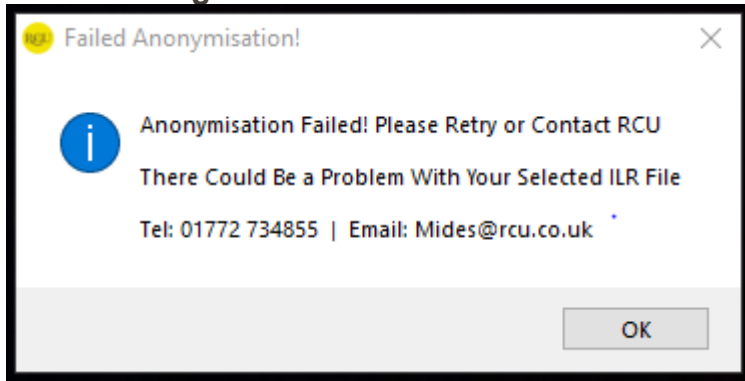
Why am I seeing this error message?

This will happen if the selected .XML file schema has not been updated to the relevant version for the current year or you are using a previous years ILR file.

To avoid this error, make sure you have downloaded and are using the relevant anonymiser tool for the required academic year. For example, to anonymise 2021/22 ILR data you will need to use the version labelled 2021/22 ILR anonymiser.



Error Message 3 -



Why am I seeing this error message?

This can happen for a multitude of reasons.

If you see this error message it is likely that you have correctly inserted the required .XML ILR however the file may be mis-formatted or corrupted in some way.

This error message may also show if there is an issue outputting the newly anonymised files to the originating folder. To avoid this error, you may want to redownload the anonymiser tool to a new file location and / or move your original ILR to a new folder.



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We apply the latest techniques of research and analysis to our work and adhere to strict codes of professional ethics.

Key staff are Accredited researchers by the Office of National Statistics (ONS). We work with a number of government agencies.

Download a copy of the MiDES Privacy Policy at: <https://mides.rcu.co.uk/privacy-policy>

