

Quick guide to secure your interview

If your interview is touching upon some personal matters and you might be collecting personal information it is very important to make sure that the data is secure. According to GDPR any data that allows you to identify a person, whether it's directly or indirectly, is considered personal and should be used carefully. This guide will help you ensure that.

Audacity:

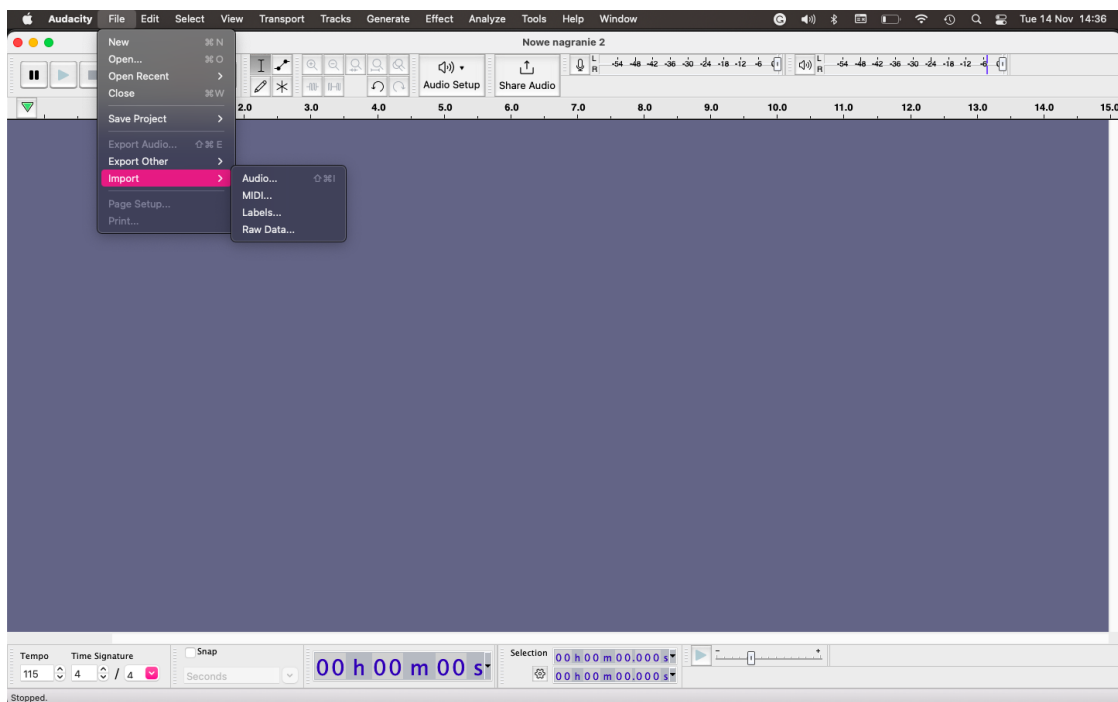
First step is installing the app:

On Mac <https://www.audacityteam.org/download/mac/>

On Windows: <https://www.audacityteam.org/download/windows/>

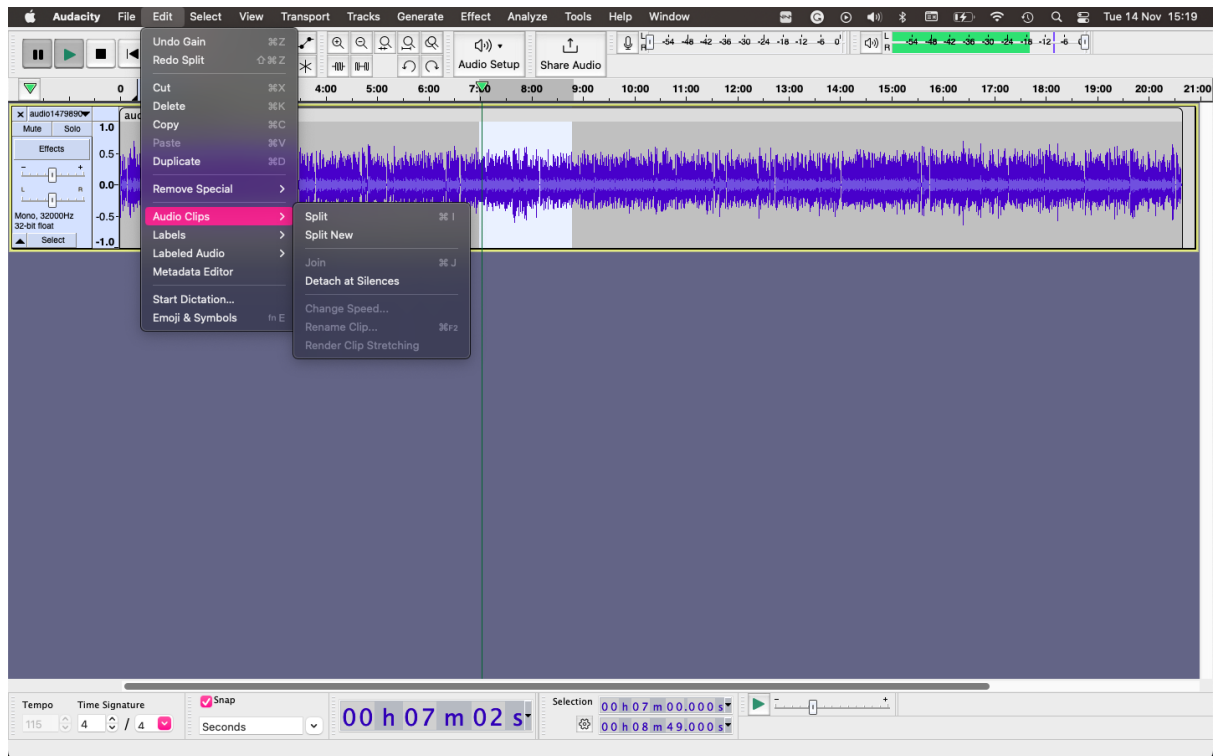
Option 1:

If you already have an existing file with recorded interview, you should open audio software - Audacity and import file **File > Import > Audio**. Look into what format have you saved your file as, if your file is not in WAV or FLAC format, but rather mp4, aac or other, you might need to install FFmpeg, which you can find on Audacity website: <https://support.audacityteam.org/basics/installing-ffmpeg>. However, we recommend trying to import it first.

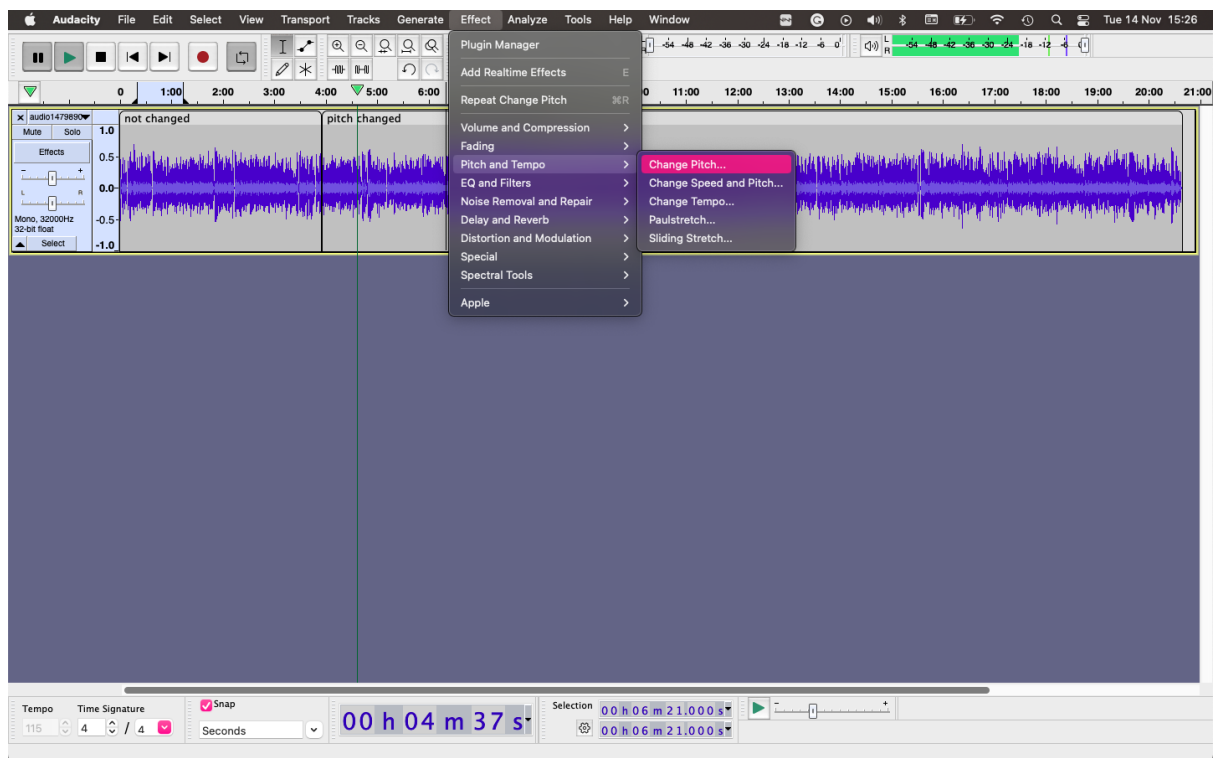


1. Now you can make any changes you want to your audio file - voice distortion, silencing the background, splitting file into smaller portions etc. Here are some example:

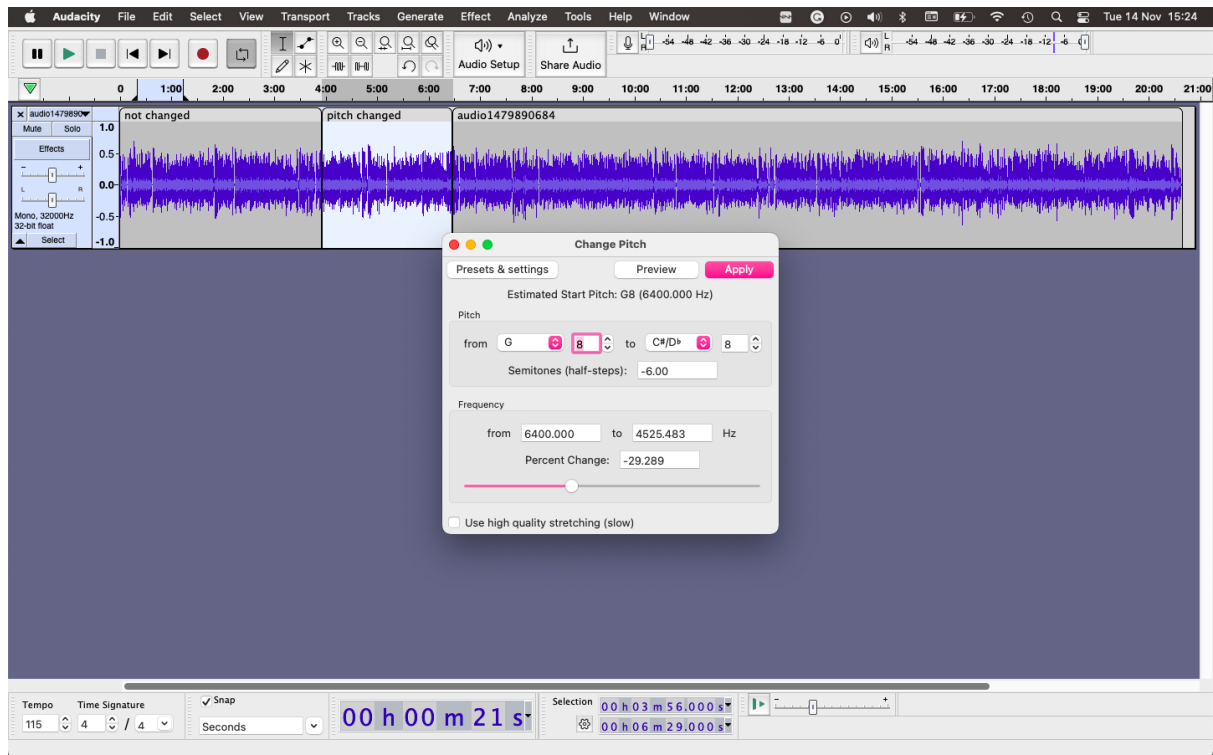
- splitting file: **Edit > Audio Clips > Split**



- pitch change **Effect > Pitch and Tempo > Change Pitch**

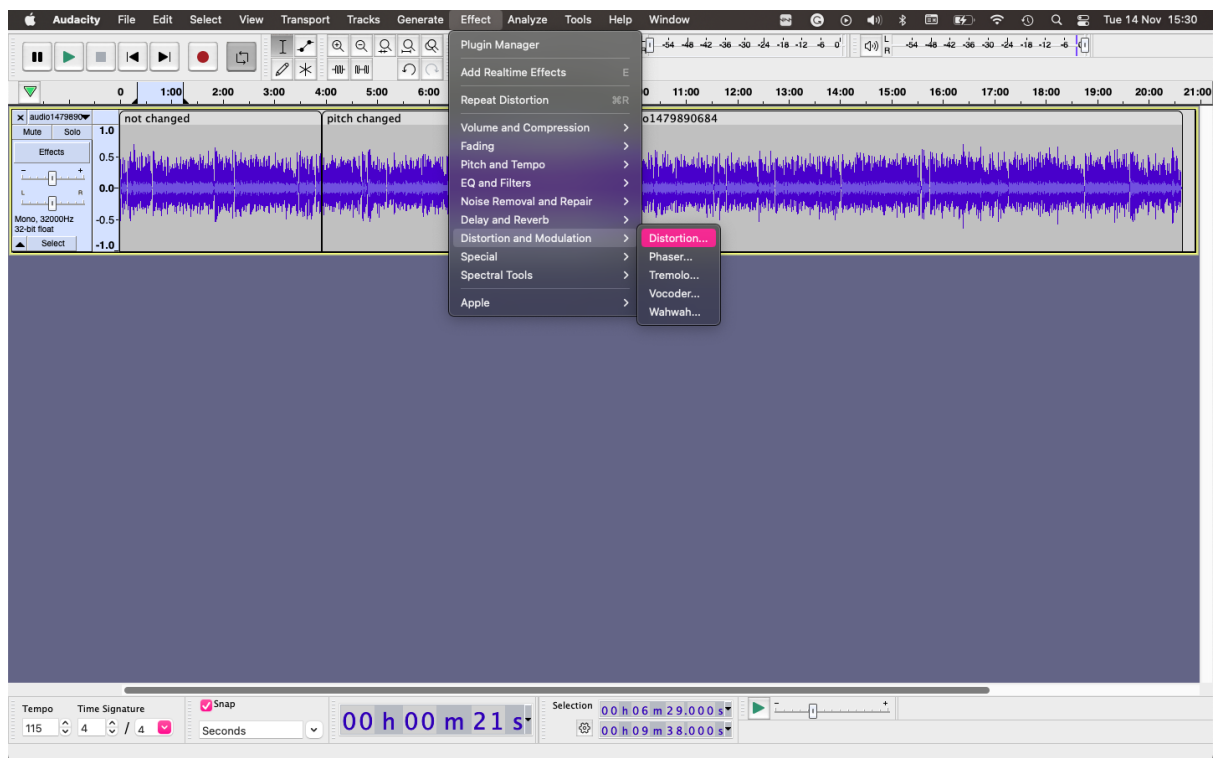


This option allows you to change a pitch of voices, and suggests what pitch it is, you can choose from many options:

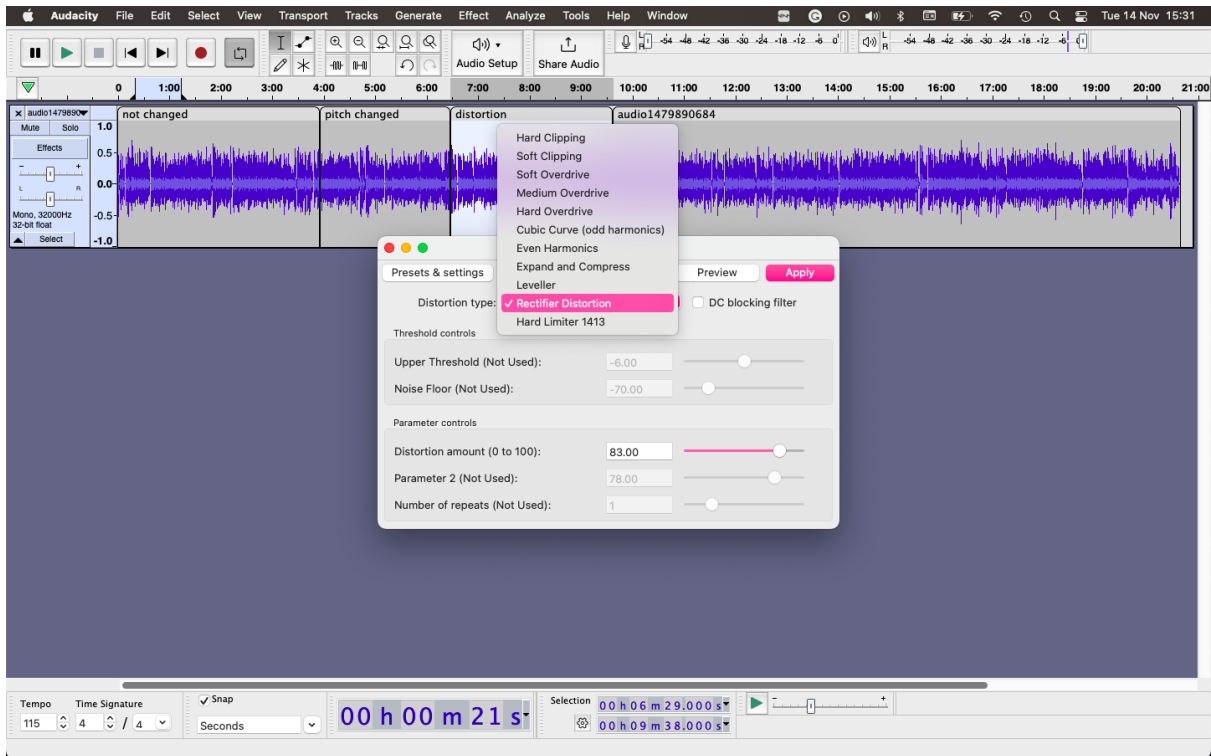


Hint: from our experience this is the best option to change voices but still have them sound good.

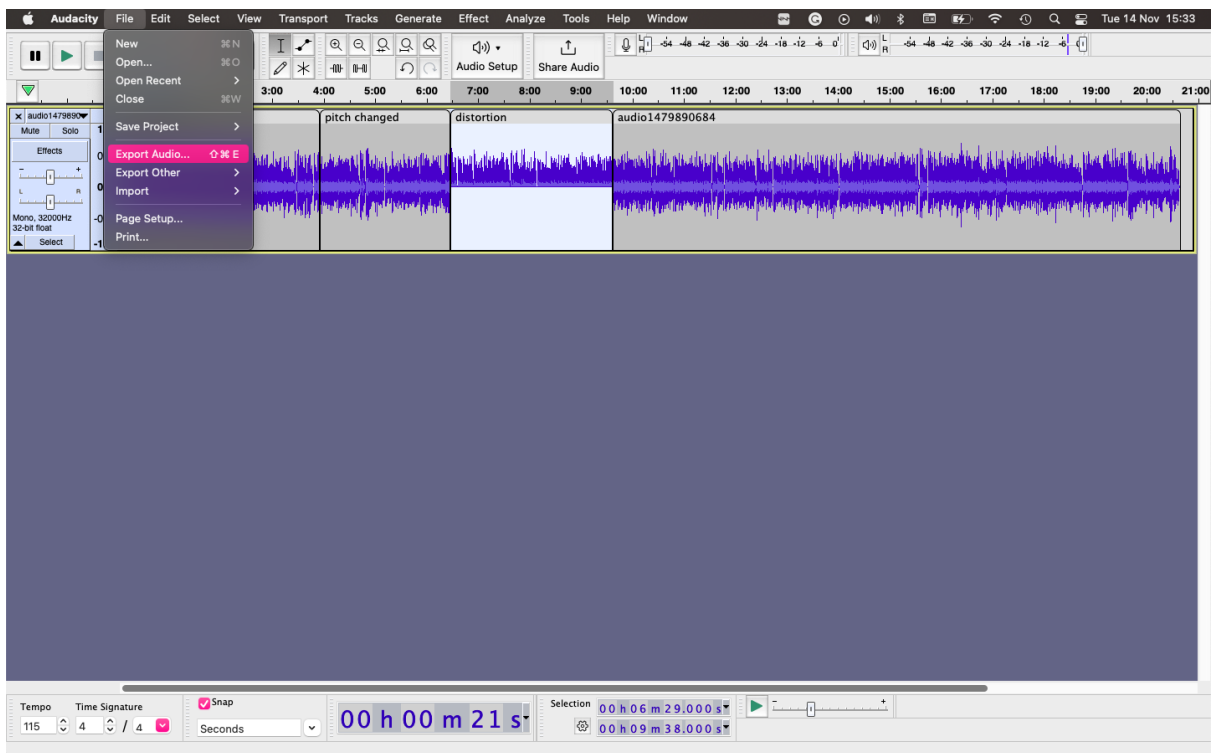
- voice distortion **Effect > Distortion and Modulation > Distortion**



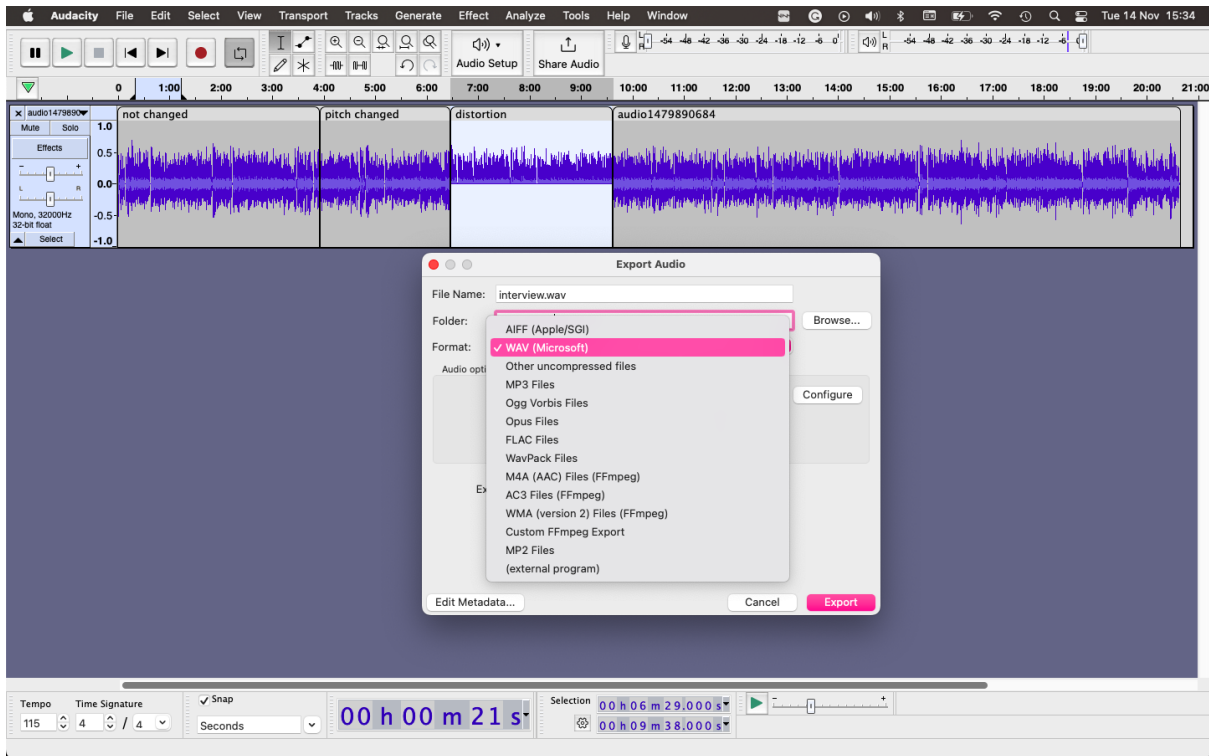
Here, you can choose many different options of distortion:



2. Once you're satisfied with the audio quality, export the file. **File > Export Audio**



3. We recommend choosing a lossless format like WAV or FLAC to maintain the quality.

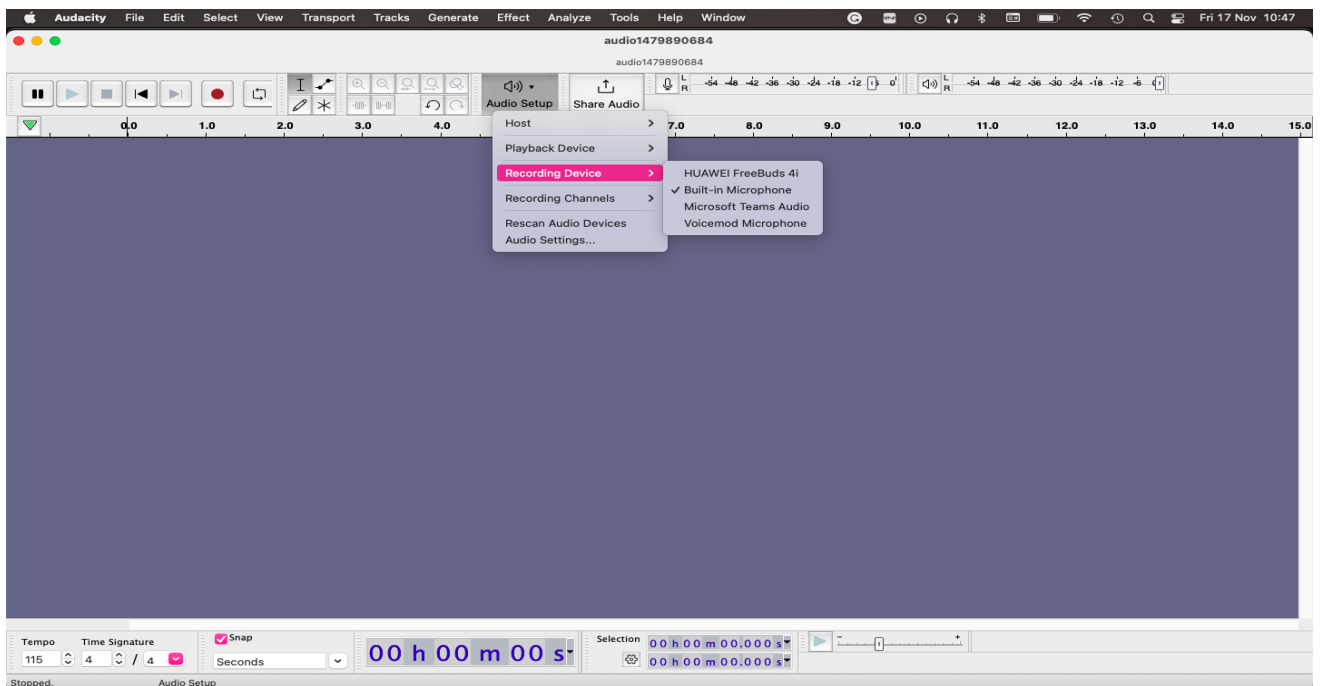


4. Store your file in a secure place, like encrypted cloud storage or external hard drive with password protection.

Option 2:

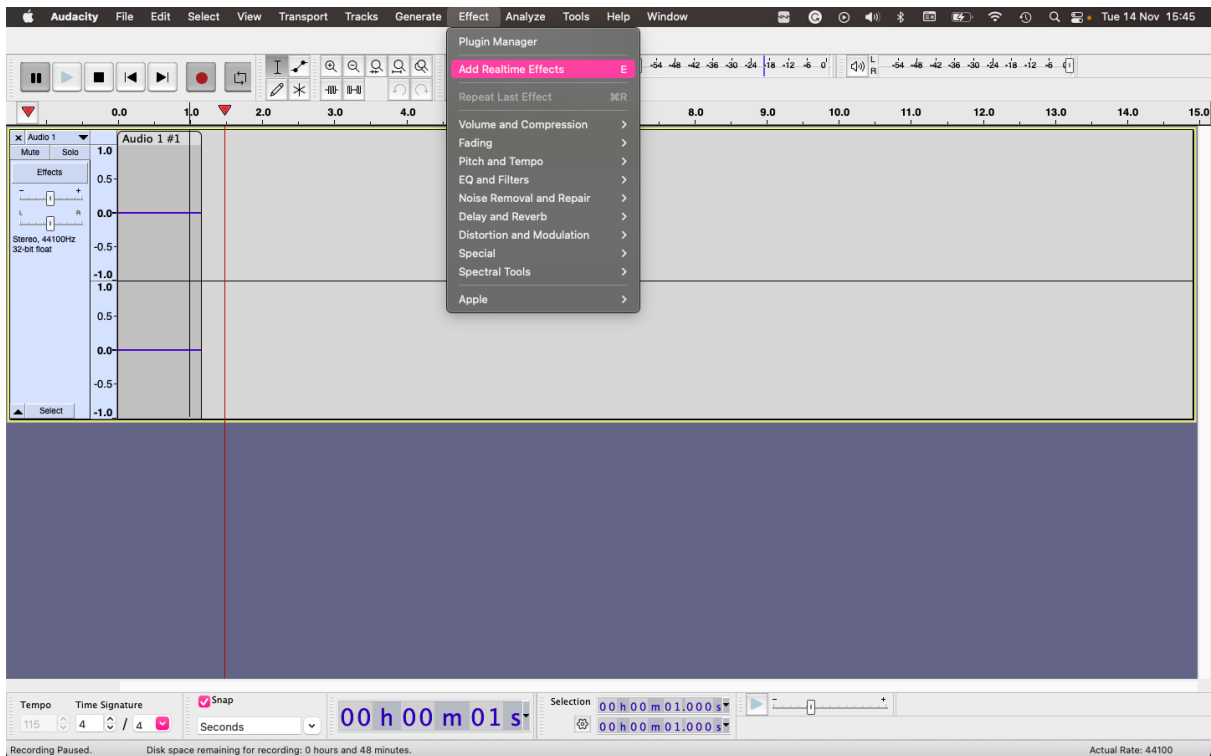
You might want to record and distort the interview in real time.

1. In Audacity, set up a microphone as your audio recording device.

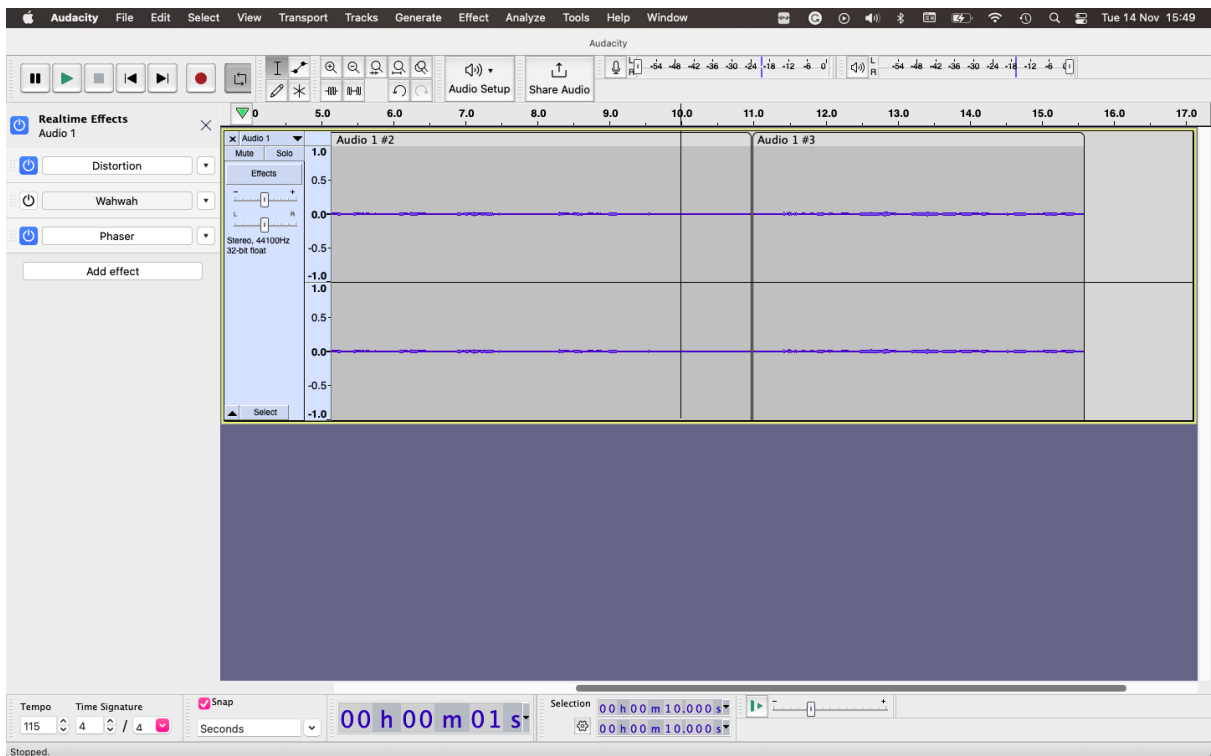


2. Start recording even for one second - **Record**.

3. Enable real time effects, that will allow you to hear them in real time **Effect > Add realtime effects**



4. Add voice distortion effect



5. Record your interview with distortion effects
6. If after conducting the interview you still want to make some changes, follow steps from point 1.1
7. Once you're satisfied with the audio follow steps 1.2 and 1.3

Additional suggestions:

It is important to take special precautions when storing and sharing interviews, especially if you are touching upon personal data. You might want to encrypt your file, that will allow you to secure it from being stolen, and changed. KU proposes a few solutions that meet the requirements here: [Encryption - KUnet](#).