

BIC RFID PRIVACY TASK & FINISH WORKING GROUP MEETING – Minutes**Location:** GoToMeeting / Conference Call**Date and time:** Tuesday 24th October 2017, 2pm**Minutes taken by:** Sophia Sophocleous

Present

Catherine Cooke, Westminster Libraries

Simon Edwards, Consultant (Chair)

Karina Luke, BIC

Ian Manson, Infor

Darren Ratcliffe, Bibliotheca

Apologies

Alaina-Marie Bassett, BIC

Karen Carden, Uni. of the Arts, London

Marvin Crisp, D-Tech International

Philip Farrell, 2CQR

Jim Hopwood, Bibliotheca

1. Welcome to the call and apologies

The Group was welcomed to the meeting and the apologies were delivered.

2. Competition Law – conduct reminder

The Group was reminded about BIC's Competition Law Policy – please click on the following link for more information regarding this policy: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>.

3. Review of the minutes and actions from the last meeting of the BIC RFID Privacy Task & Finish Working Group (T&FWG) and the BIC RFID Privacy Sub-Group**- BIC RFID Privacy T&FWG**

The last meeting of this Group was on 18th July 2017. The minutes from the last meeting of this Group were approved without corrections.

- BIC RFID Privacy Sub-Group

The BIC RFID Privacy T&FWG had decided in their meeting on 18th July 2017, that a Sub-Group meeting should be set up (for those who attended the meeting with ICO in June 2017) to discuss the Privacy Impact Assessments (PIA) for both public and academic libraries, and also whether a meeting between BIC and BSI is required going forwards. The Sub-Group meeting took place on Tuesday 22nd August 2017, and the RFID Privacy T&FWG approved the minutes without corrections and discussed the actions as follows:

- PIA applications by BIC on behalf of libraries

SE informed the Group that KC's action of filling in the GDPR PIA is in progress and that she will share this with the Group as soon as it has been completed. SE also noted that he has filled in a PIA as stipulated in the EU mandates, pretending to be an average library, and that AMB shared this with the T&FWG for their feedback on Friday 8th September 2017.

- British Standards Institute (BSI)

KL informed the Group that Brian Green (BG) had provided her with two contacts from BSI's two RFID groups and that she has emailed them both.

Post-Meeting Update: BIC met with BSI via conference call on Friday 17th November 2017 to discuss RFID Privacy and possible opportunities for working together in future.

- BIC Breakfast on RFID Privacy
KL informed the Group that this BIC Breakfast, sponsored by Axiell, went ahead on Wednesday 26th July 2017 and was extremely successful. The event was attended by a capacity crowd and the presentations went out live on Periscope.
- Promotion of the BIC RFID Privacy Toolkit
KL reported that she has contacted CILIP regarding promotion of BIC's RFID Privacy Toolkit.

4. Update on the uptake of BIC's RFID Privacy Toolkit

KL noted that there had been a large uptake of the Toolkit, with 49 requests from a variety of organisations. KL speculated why the Toolkit is still a draft copy. SE noted that the Group had been waiting for feedback on the Toolkit, but if there has not been any feedback after 49 requests for it, there are likely no issues and the Toolkit should be finalised and published.

➤ **ACTION:** KL to finalise the RFID Privacy Toolkit.

Post meeting update: KL distributed the Toolkit to Kathy Settle (KS), CEO of the UK Government Libraries TaskForce and Ayub Khan (AK) of SCL and their feedback has been to ask whether we have tested out the poster on users and patrons for their feedback: do they understand it and what it means for them? We should probably address this before we make the Toolkit a final version. This will be addressed at the next meeting.

5. RFID Privacy Project Update Form

SE noted that he has now updated the Project Update form. The Group agreed that the Project is nearing completion, with just the PIAs left to work on. SE noted that the Sub Group will continue to work on the PIAs and this T&WG will oversee that work. SE stated that a similar PIA will be required for Systems Vendors and possibly Stock Suppliers depending on their role in RFID and interpretation of the EU Mandates. DR offered to review the completed PIAs and try to respond to any technical questions that are raised. KL noted that the Project Update Form should be circulated to this T&FWG alongside the minutes.

➤ **ACTION:** SS to circulate the RFID Privacy Project Update Form alongside the minutes and actions from this meeting.

6. Latest from other representative bodies

KL stated that she is liaising with BSI regarding how they might help spread the word regarding BIC's work on RFID privacy and will report back to the T&FWG in due course. KL noted that CILIP may be able to help promote the work BIC has done regarding RFID privacy (for libraries) in their magazine *Information Professional* (which has replaced *CILIP Update*). It was agreed that the Libraries TaskForce is potentially a major player in this area and that its activities should be monitored at future meetings of this Group.

➤ **ACTION:** AMB to add the Libraries TaskForce to the list of representative bodies under Item 6 on the agenda for the next meeting of this Group.

7. Latest from Convergent Software

SE noted that there have not been any updates from Convergent Software in the last few months.

8. ICO meeting follow-up and the GDPR PIA

KL noted that this will be discussed at the next meeting of the BIC RFID Privacy Sub-Group on Monday 5th February 2018.

9. BIC RFID Privacy Sub-Group and draft worked PIA

SE shared his draft copy of the RFID PIA with the Group via GoToMeeting. He stated that 3 threats are identified as relevant to the library: Unauthorised Tag Reading (high risk), Tracking (medium risk) and Behavioural Profiling (medium risk). SE informed the Group that the overall result of the PIA is a risk score of 5 (the maximum score is 8). KL noted that all BIC RFID Privacy documentation assumes that any library will receive a 'high risk' score. SE agreed that there is no way of a library being low risk, or achieving less than a score of 5. Note that libraries which use RFID ID Cards could have a higher score. KL and SE agreed that this will be discussed in more detail at the next meeting of the BIC RFID Privacy Sub-Group on Monday 5th February 2018.

10. Watching brief on NFC Privacy

SE noted that he is not aware of any new threats regarding NFC Privacy. CC informed the Group that SOLUS's new Android handheld device Gizmo, could pose security questions as it could be used to read any RFID tags (i.e. members of the public). Inside the library, reading tags may be desirable enabling handheld devices to provide additional information to library users. Unauthorised reading or writing (to the) tags constitute the areas of concern.

11. A.O.B.

DR stated that it may be possible to provide a new encrypted tag but this would mean re-tagging tens of millions of books (and reapplying a new tag, writing to the tag and destroying the old tag). He noted that not only is this a very large financial outlay but the cost of tagging the books would be twice the cost of the tag itself. Suppliers would need to agree on a new data standard (again) for the new tag encryption process to ensure interoperability. DR noted that it may be possible to send an existing tag to sleep on a self-checkout point but the tag would not be able to be read on return and new processes would need to be introduced to be able to wake a tag up before reading. Again, interoperability would be reduced. He added that all suppliers would need to agree on standards. The cost implication to upgrade approximately 5,000 self-check kiosks plus AMH (approximately 200) and staff readers (thousands) would be considerable. There is also the risk that if suppliers can send a tag to sleep and wake it up then any individual with serious intent of data theft could write a similar app to do so. The conclusion is that although the government wants to protect privacy involving RFID (separate from GDPR privacy) it may not be worth it. A more cost-effective approach would be to alert users to the risks and let them decide. Many users routinely undergo far greater risks via their use of smartphones etc.

12. Date of next meeting

Monday 5th March 2018.