

BIC RFID PRIVACY TASK & FINISH WORKING GROUP MEETING – Minutes**Location:** GoToMeeting / Conference Call**Date and time:** Monday 5th March 2018, 2pm**Minutes taken by:** Sophia Sophocleous**Present**

Alaina-Marie Bassett, BIC
 Karen Carden, Uni. of the Arts, London
 Catherine Cooke, Westminster Libraries
 Simon Edwards, Consultant (Chair)
 Darren Ratcliffe, Bibliotheca
 Sophia Sophocleous, BIC

Apologies

Marvin Crisp, D-Tech International
 Philip Farrell, 2CQR
 Jim Hopwood, Bibliotheca
 Karina Luke, BIC
 Ian Manson, Infor

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

The Group approved the minutes from the last meeting without corrections.

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

AMB informed the Group that BIC is still receiving requests for the RFID Privacy toolkit and that she has received emails from libraries asking how to tailor the information to their advantage and when the toolkit will be finalised. The Group agreed that the toolkit should be finalised, as there has been no feedback regarding changes.

AMB informed the Group that both the Code of Practice and the Policy are currently available as PDFs. The Group agreed that the Code of Practice should remain as it is, but the Policy should be converted into a Word document, as it is essentially a template for libraries to customise as they see fit.

- **ACTION:** AMB to convert the BIC RFID Policy document from a PDF to a Word document, in order for libraries to use it as a template and edit it as they see fit.
- **ACTION:** AMB to circulate this Word version of the RFID Policy to individuals who have received the BIC RFID Toolkit.
- **ACTION:** AMB to review website text to ensure it is consistent with the above changes.

5. RFID Privacy Project Update Form

SE noted that he is continuing to refresh the RFID Privacy Project Update Form.

- **ACTION:** SE to update the project update form and send to KL
- **ACTION:** SE to discuss with KL producing a new excel project plan for this project

6. Latest from other representative bodies

There was no news to report.

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

KC informed the Group that she had completed a test PIA and had circulated an architecture diagram which outlines all libraries' LMSs and what they should consider in relation to GDPR (and RFID Privacy in the context of GDPR). CC's diagram was shared with the Group onscreen and the Group agreed that this should be incorporated with KC's diagram.

- **ACTION:** KC to add CC's architecture diagram to her GDPR PIA form and send to CC and SE for review.

9. Privacy Impact Assessment Sub-Group and draft worked PIA

KC noted that a RFID supplier will need to work through this PIA. SE noted that rather than have every library complete a PIA, which would be a lengthy and expensive process, one PIA should be completed on behalf of all libraries.

KC noted that libraries are unable to provide details on exactly what data is stored on RFID tags.

- ❖ **DECISION:** The Group agreed that it would be useful to produce a list of the fields and data items that the majority of RFID tags may contain.

- **ACTION:** DR to provide the Group with the fields and data items contained on the majority of library RFID tags.

The Group discussed the French National RFID Centre, which is run in partnership with Convergent Software, and agreed that any interaction should be approached with caution. DR noted that Bibliotheca will likely continue their current work with the Centre, since the information relating to capability statements for customers is not overly sensitive.

10. Watching Brief on NFC Privacy

There was no news to report.

11. A.O.B.

There was no other business to discuss.

12. Date of next meeting

Monday 25th June 2018.