

BIC RFID PRIVACY TASK & FINISH WORKING GROUP MEETING – Minutes

Location: GoToMeeting / Conference Call

Date and time: Tuesday 11th September 2018, 2pm

Minutes taken by: Alaina-Marie Bassett

Present

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

Apologies

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

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 previous meetings of this Group

The Group approved the minutes from the previous meeting. The following actions were discussed:

- ICO meeting follow-up and BIC's General Data Protection Regulation (GDPR) Privacy Impact Assessment (PIA) form for academic and public libraries
 KU reported that, following the BIC RFID Privacy Sub-Group meeting on Tuesday 21st August 2018, BIC's completed GDPR PIA form was sent to the ICO; however the email proved to be undeliverable.
 - **ACTION:** KC to forward any ICO contact / communications regarding the GDDPR PIA to KU, ASAP.
Post-Meeting Update: this action was carried out on Tuesday 11th September 2018.
 - **ACTION:** KU to send the GDPR PIA forms to the ICO, once a new contact has been identified, and report back on any progress made / their response regarding the forms' endorsement ASAP.
- BIC's RFID PIA form pertaining to the EU Mandates EN16570 & EN16571
 SE noted that this PIA (which is not to be confused with the GDPR PIA) forms a generic response that libraries can use going forwards, if / when the EU mandates comes into legislation. CC noted that the PIA was sent to Norfolk Library and Information Service which, as part of its feedback, questioned why the risk was deemed to be so high for libraries; CC informed the organisation that the level of risk reflects that described by the EU mandates.
 - **ACTION:** CC to liaise with Norfolk Library and Information Service to ascertain what it is doing (if anything) with the RFID PIA form for public libraries (i.e. regarding the EU mandate) and report back to this Group via email.
 - **ACTION:** ALL to ensure that an anonymised RFID PIA form for public libraries is rolled out (and added to the BIC website) only if the EU mandates come into legislation.

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

KU informed the Group that 78 individuals have registered to receive BIC's RFID Privacy toolkit to date. Interested parties should register to receive a copy, here: <http://eepurl.com/cXh161>

5. Latest from other representative bodies

KU reported that, due to a duplication of efforts, the BIC Library Suppliers (Government TaskForce) Liaison Group has now been disbanded with a view to any outstanding actions being carried out / overseen by the BIC Libraries Committee.

6. Latest from Convergent Software

The Group did not have any updates from Convergent Software to report.

7. Watching Brief on NFC Privacy

The Group did not have anything to report under this item. KU noted that NFC may be dealt with, to an extent, by the introduction of GDPR.

8. Project closure

- ❖ **DECISION:** This T&FWG should be disbanded with a view to its being reinstated, if / when required.
- **ACTION:** AMB to ensure that a watching brief on the "RFID Privacy EU mandates" is added to the agenda of the BIC Libraries Committee going forwards.
- **ACTION:** KU to inform this Group (via email) of any developments regarding RFID Privacy, as / when required.

9. A.O.B.

KU and SE thanked the Group for their participation on, and dedication to, this project.

10. Date of next meeting

None. See Item 8, above, for further information.