

SILS Data Privacy and Security Project

Team Charge

October 19, 2021

Approved by SILS Working Group on October 1, 2021

Excerpted from the task force final report

Charge and Deliverables

In alignment with the [SILS principles](#), the SILS Data Privacy and Security Team establishes criteria for when issues should be brought to the SILS Data Privacy and Security Team and the process for doing so. It considers and develops recommendations, consistent with the Operating Principles in Recommendation 4 of the SILS Phase 4 Data Privacy Task Force Report; establishes pathways for recommendations to be forwarded to SILS Leadership Group for approval and adoption. And once decisions are made establishes a workflow for implementing and communicating them to the SILS Cohort and campuses.

The Team also develops a proposal for implementation for a training (series) that members of the SILS governance (Leadership Group, Operations Team, SubTeams, Groups) should receive between Jan 2022 and June 2022 to become familiar with data privacy and security issues.

It creates reference templates or documents needed to implement the workflows above (for example, templates for privacy notices disclosing how the Libraries use patron data or for agreements that can be used when data sharing is contemplated between individual libraries). In addition, it provides recommendations on refining the Operating Principles in Recommendation 3 of the SILS Phase 4 Data Privacy Task Force Report.

Addressing specific issues:

- Alma/Primo Privacy Form
 - We request the SILS PMs work with the ICs to ensure that every staff member on every single campus, RLF, and CDL, who has an Alma or Primo account, sign the privacy form (retroactively and moving forward) by Dec 1, 2021. And every single member on any campus, RLF, or CDL who gets an Alma account is made to sign the form by that campus's Alma account giving person to ensure that the privacy form is signed before an account is given at the IZ or NZ level. The response spreadsheet for this privacy form could be shared view-only with the campus's point person who gives out the account, so they can confirm that the staff member has signed the form and give out the account without asking PMs (who own the form) if it has been signed.
- Anonymizing User Information Analytics
 - Ask CDL NZ administrator to ask ExL to flip the switch to anonymize the “person” to just retain the FN, LN, identifier for now ([link1](#), [link2](#)).
 - Request that CDL NZ administrator work with ExL to help us understand this issue and make this the first priority for the new SILS DS PT to resolve

Timeline

Group is charged and formed as soon as possible and no later than December 1, 2021, with an 18 month membership.

Formal report due to SILS LG no later than October 31, 2022.

Reporting Line

Reports to SILS WG through Dec, 31, 2021. Reporting line switches to SILS LG in Jan 2022.

Roster

- Imtiaz Haq (UCM, Library Systems Administrator, Library)
- Salwa Ismail (UCB, AUL Digital Initiatives and IT, Library)
- Caitlin Nelson (CDL, SILS Services Manager)
- Scott Seaborn (UCB, Campus Privacy Officer, Office of Ethics, Risk and Compliance Services)
- Dale Snapp (UCD, Computing Resource Manager, Library)
- Gem Stone-Logan (CDL, SILS Senior Systems Analyst)
- Kent Wada (UCLA, UCLA Chief Privacy Officer & Director, Policy and Privacy, Office of Advanced Research Computing)