

## PROJECT INITIATION DOCUMENT

### CILIP Privacy Project

#### Project Initiation Document

August 2017

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#### 1. Context

- 1.1 CILIP agreed to include in its schedule of Policy Inquiries for 2017/18 an inquiry into the role of library and information professionals in Privacy.
- 1.2 It has further been agreed that an element of this project will include collaboration with the Carnegie UK Trust, as well as the CILIP Ethics Committee (to coincide with the review of the *Ethical Principles* and *Code of Professional Practice*).

#### 2. Purpose

Privacy and confidentiality have always been fundamental to CILIP's Code of Ethics. However, the concept and practice of online data privacy are undergoing rapid change and challenge from both the private sector and the state at all levels.

In this context, how can CILIP best support and advise information and library workers, managers and leaders so that they can:

- Ensure that the privacy of the personal data of users is protected, and;
- Support users and citizens in understanding the issues, trade-offs and risks concerning privacy and personal data to enable individuals to make informed and effective decisions about their data and effectively manage it in an online environment

This project will acknowledge the different aspects of the "individual" - the individual as citizen, consumer, employee, parent/ carer and, within a commercial setting, client.

The project will look both at the role of CILIP members in teaching, informing and facilitating individuals to exercise their rights and also CILIP members in ensuring a compliant and ethically sound approach to the management of information within both companies, third sector and the public sector. Freedom of access to information is looked at in its relationship to privacy issues rather than a separate topic.

#### 3. Design principles

- 3.1 We propose the following 'design principles' which should inform both the inquiry itself and the development of any outputs from it:

- The project must be undertaken with due consideration to the scope of CILIP's Royal Charter, our commitment to the public good and to our 2020 goal to 'put library and information skills and professional values at the heart of a democratic, equal and prosperous society';
- The project must be closely aligned with the review of the CILIP *Ethical Principles* and *Code of Professional Practice*;
- The outputs of the project must focus on practical actions;
- The project should deliver recommendations and a policy position which CILIP can formally adopt;
- The project should be conducted openly, transparently and in such a way that avoids undue influence from any one campaign or lobby group or perspective.
- An Equalities audit of the project should be undertaken.

#### **4. Scope**

- The scope of the project must cover the full range of industry sectors (public, private and 3<sup>rd</sup> sector) represented across CILIP membership;
- Focus will be on the UK but will be informed by international principles and examples
- Specifically, the outputs of the project should recognise and reflect the role of information professionals in commercial and security contexts as well as publicly-funded library services;
- Consideration of freedom of access to information will be limited to those areas where it impacts on privacy
- The project will not have a special focus on the new GDPR (General Data Protection Regulations) which comes into force May 2018. None of the deliverables of the project relate specifically to GDPR and UK legislation to implement it generally or to its implementation in information and library services specifically. Although it is recognised that the GDPR does provide an important background context for the project as a whole
- Similarly, Right to be forgotten will provide an important background context for the project as a whole but will not be a specific focus of the project or of its deliverables

#### **5. Deliverables**

- 5.1 A report with recommendations to CILIP Board with a focus on practical actions to improve the profile of our professional community in relation to privacy and freedom of access to information
- 5.2 Advice to the Ethics Review in regard to privacy and freedom of access to information relating to their own work reviewing CILIP's *Ethical principles and code of professional practice*
- 5.3 A user guide on privacy and freedom of access to information for information and library practitioners

5.4 A policy statement and an Information Rights Charter are other possible deliverables of this project

## 6. Methodology

6.1 The proposed project is challenging. There is no defined role of librarians and information professionals in supporting privacy and a relatively poor articulation of the interaction between the professional ethics of the *individual* and those of the *institution* in which they work. Hence while a professional may be ethically committed to promoting the privacy of their users, the institution in which they work may not.

6.2 The proposed methodology is designed to develop a logical sequence from first principles to a clear articulation of this role, and subsequently to a series of actions and recommendations which will help to embed these principles into policy and practice.

6.3 A diagram of the proposed methodology for the inquiry is shown overleaf but the main components are:

- A discussion document setting out some of the key issues that need to be addressed in the inquiry
- Discussions with key individuals and sector bodies based on the issues raised in the discussion document
- A formal survey of CILIP members and other interested individuals plus key organisations on potential actions to mitigate any problems
- A draft a set of proposals to take to wider examination and consultation
- Initial report synthesising evidence for internal verification
- Report with recommendations to CILIP Board
- An implementation programme, summative evaluation and review
- Outline of future actions

## 7. Connection to CILIP strategic priorities

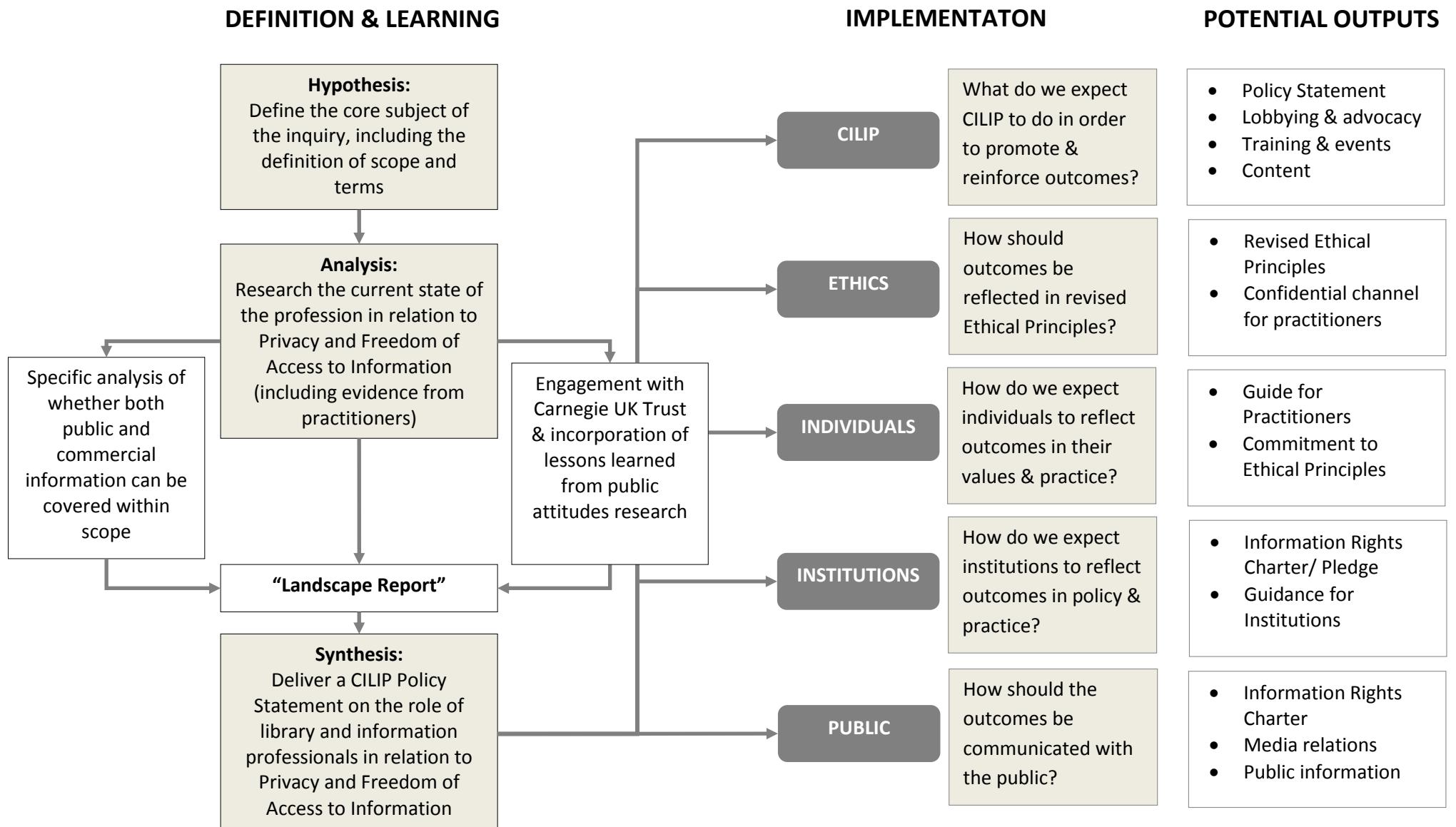
7.1 Respondents to *Shape the Future* (a sector-wide consultation to identify priorities and objectives for our Action Plan 2016-2020) identified 'Privacy' among the top 10 priorities policy agendas for CILIP to address during the lifetime of the Action Plan.

7.2 The scope of the proposed inquiry and the proposed outputs encompass 4 of CILIP's 5 strategic priorities:

- Advocacy
- Workforce development
- Standards and innovation
- Member services

7.3 The implementation of a Policy project into Privacy is also aligned and will feed into the review of the CILIP *Ethical Principles* and *Code of Professional Practice*, already confirmed for 2017.

Fig 2: Potential scope of CILIP Privacy project



## **8. Timeline for implementation**

- 8.1 The proposed project is a large-scale investigation, with several dependencies (notably, the relationship with parallel processes undertaken by the Carnegie UK Trust and the CILIP Ethics Review).
- 8.2 It is now proposed the inquiry will last for a year including a short period for the recommendations, implementation and outcomes.
- 8.3 A detailed proposed Gantt chart for the project is shown overleaf.

## **9. Project team**

- 9.1 The project will be overseen and managed by the following personnel/ stakeholders:
- 9.2

<b>Role</b>	<b>Description</b>	<b>Personnel</b>	
Project Chair	Accountable for the overall outcome of the project, including reviewing and deciding on the recommendations of the Project Board.	Martyn Wade	
Project Board	Project Assurance	Martyn Wade (Project Chair) Dawn Finch (Chair of Ethics Committee) Nick Poole (Chief Executive Officer) Guy Daines (Head of Policy) Jacqueline May (Policy Officer)	
Project Manager	Accountable for management of the project according to the Project Plan (as set out in the Project Initiation Document)	Jacqueline May (Policy Unit)	
Project Team	Accountable for the provision of additional support and capacity in the implementation of the project plan- in 2018	Mark Taylor (Comms) Cat Cooper (Comms) Chris Bacon (IT) Bose Dada (Finance) Lisa Goldsmith (IT/ Data)	
Advisory Group (External)	Expert practitioners will provide an expert view and act as critical friends during the inquiry. Input will be provided remotely	Paul Pedley Louise Cooke David McMenemy Douglas White Aude Charillon	Dion Lyndsay Ruth Carlyle Denise Carter

## **10. Project resources**

- 10.1 No specific budget has been allocated to the policy project for FY2017.
- 10.2 All project-related activities in 2017 will therefore be conducted using existing staffing capacity and resources.
- 10.3 Any implementation of the outcomes of the project (and the development of the possible outputs) will need to be costed separately, and included in budgetary discussions for 2018, before confirmation.

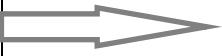
## **11. Change management**

- 11.1 Given the potential scale of the project it is highly subject to 'scope creep'. It is therefore proposed to adopt a formal change management methodology whereby once the scope is signed off, further changes in scope or deliverables will only be accepted once their resourcing implications have been considered and accounted for.

## **12. Risk management**

- 12.1 Specific risks associated with the project will be managed in the context of CILIP's overall Risk Book.

Currently these risks are:

<b>Risk</b>	<b>Mitigation</b>	<b>Likelihood/Impact</b>	<b>Risk Level</b>	<b>Risk Direction</b>
Scope creep	All changes in scope to be assessed separately, including resource implications	2/2	Medium	
Resources	The limited resources will need managing carefully. No commitments can be made without identifying the funding source. Costings will be needed for 2018 budget discussions	2/3	High	
Divergence of viewpoint with Ethics Review and Privacy project	Commonality of some members of Ethics Review and Privacy project should help allay this	2/3	High	

(Note Levels of likelihood/Impact: 1=low; 2= medium; 3 = high; 4=Extreme)

**Communications** – A communications Plan will be developed to optimise profile and engagement with the project

**Policy Unit**  
**July 2017**

2017									2018											
Q2			Q3			Q4			Q1			Q2			Q3			Q4		
Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Phase 1: Initiation</b>																				
Scoping & initiation																				
Signoff PID																				
Project begins																				
<b>Phase 2: Definition</b>																				
Literature review																				
Create Consultation discussion paper																				
<b>Phase 3: Engagement</b>																				
Communication to key stakeholders																				
Survey of key stakeholders																				

	2017									2018											
	Q2			Q3			Q4			Q1			Q2			Q3			Q4		
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Collation of responses																					
Incorporation of CUKT 'Public Attitudes' research																					
Analysis and synthesis & Specific discussion of scope (Public/ private)																					
Publication of project report with recommendations																					
<b>Phase 4: Recommendations</b>																					
Consideration by project board																					
Amended project report with recommendations																					
Recommendations to CILIP Board																					
Sign off of Implementation Plan & recommendations																					

2017									2018											
Q2			Q3			Q4			Q1			Q2			Q3			Q4		
Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Phase 5: Implementation</b>																				
Implementation of recommendations																				
Summative evaluation & review																				
Future actions																				

Fig. 3: Gantt chart highlighting key milestones & processes in the policy project