

Trinity College Dublin, University of Dublin

Library and Information Policy Committee

Minutes of the meeting held on Monday 28 May 2018 at 15:00 in the Henry Jones Room,
Old Library Building

Present: Chair (Professor Sylvia Draper), Librarian (Helen Shenton), Director of IT Services (Patrick Magee), Head of School (Professor John Stalker), College Secretary (John Coman), Elected Board Member (Professor Deirdre Ahern), Associate Dean of Research (Lorraine Leeson), Graduate Students' Union President (Shane Collins), Chief Operating Officer (Geraldine Ruane),

Apologies: Academic Secretary (Patricia Callaghan), Kerrie Power (HEAnet), Head of School (Professor Andrew Loxley), John McDonough (National Archives), Dean of Arts, Humanities and Social Sciences (Professor Darryl Jones), Former Associate Dean for Online Education (Tim Savage), Representative from the Faculty Arts, Humanities and Social Sciences (Padraic Whyte), Students' Union Representative (Alice McPherson)

In attendance: Deputy Librarian (Jessie Kurtz), Deputy Director IT Services (John Lawlor), Nicola Boutall (Secretary to the Committee), Head of Academic Services & IT Operations, IT Services (Geoff Bradley), Head of Central & Distributed Support, IT Services (Lee Mills), Sub Librarian (Peter Dudley), Dean of Research (Linda Doyle).

SECTION A

LIPC/17-18/116 Minutes

116.01 Minutes of the meeting of Monday 23 April 2018 at 15:00 were approved.

LIPC/17-18/117 Matters Arising from minutes of 23 April 2018

117.01 GDPR Working Group update

The Secretary to the College presented an update on the work relating to GDPR and of work of the GDPR Working Group to the Committee.

- A communication was sent to all staff on the 21st May 2018, with the top ten tips for getting ready for GDPR. It includes a link to online GDPR training which has currently been completed by 300 staff, and a link to the Data Protection webpages (https://www.tcd.ie/info_compliance/data-protection/)
- Regular engagements and visits have taken place to the priority areas with most sensitive personal data. Priority areas have been expanded due to upcoming deadlines to include funding submissions, student recruitment, and annual deadlines.
- Further resources (external consultancy and two-year posts of solicitor and project manager) are expected to be available in the next few weeks. It is envisaged that the bulk of the additional external resource time will be used in the first six months to work on the priority issues and outstanding queries. Schools and Units with common issues and queries will be grouped together.
- The Data Protection Officer attended a recent Research Ethics Policy Committee meeting, and continues to update policies as appropriate, provide guidance and answer queries, deal with any data access requests and breaches, and assist with data protection impact assessments.
- The Data Commissioner has provided information as to what organisations can do to mitigate risks. Greenwich University has already been fined in relation to a data breach by a student. Although legal advice has been obtained on the wording of the GEPR and it is not completely clear in the absence of case law, the Secretary to the College thought that where students are being directly supervised by Trinity staff, the University is likely to be held

responsible for the student research. The Graduate Students' Union President noted that the Dean of Graduate Studies has requested that it become mandatory for all new students to complete a module on GDPR.

- In response to action LIPC/17-18/110.07a regarding liability insurance for business owners, the Secretary to the College noted that he has submitted the query but has not yet received a response.
- It is noted that, where relevant, amendments to current policies will be submitted to this Committee for consideration and final approval by the Board. It is hoped that funding agencies will provide a common approach where funded research is concerned.
- It was noted that the GDPR Working Group is likely to become a Project Implementation Steering Group. The Associate Dean of Research requested that the Research Ethics Policy Committee be represented on the Project Implementation Steering Group.

117.02 Cyber Security update

The Director of IT Services presented an update on Cyber Security.

- A commitment has been made to encrypt desk top PCs and laptops across the University. It is proposed that this will be implemented through the Unified Communications Phase 2 Capital Project. Funding is currently being sought to pay for encryption licenses and deployment costs for existing devices. The cost of encrypting new PCs and laptops will need to be included in the purchase costs of the equipment going forward. IT Services currently offer a device encryption service for €125. It is expected that an enterprise licence deal and economies of scale in deployment will reduce the encryption cost per device in the future. The Chair noted that some academic staff use their own personal devices and suggested a survey could be conducted to ascertain the number.

- It was noted that areas responsible for autonomous managed networks need to provide statements of IT policy compliance. It was agreed that the first step in obtaining these compliance statements is to engage and educate the areas concerned.
- It was noted that business owners for various IT services around the University are currently being identified with a view to obtaining statements of compliance.

Action 117.02a: The Director of IT Services to update LIPC regarding compliance of autonomous managed networks

117.03 Irish eLegal Deposit Legislation update

It was noted that a number of staff including the Librarian, Eoin O’Dell, Tom Molloy and Margaret Flood, have been working regarding the Irish eLegal Deposit legislation, especially web archiving the “.ie” domain

LIPC/17-18/118 Phishing Exercise #4

118.01 The Head of Central & Distributed Support in IT Services, presented a report on the phishing campaigns run by IT Services. In September 2017 Trinity IT Services partnered with an external company for the provision of a Phishing Campaign and Awareness Service for Trinity staff. A simulated phishing attack is referred to as a “phishing campaign” and a summary of the four Phishing Campaigns and their results are included in the report circulated. The four campaigns focused on the evaluation of the Trinity staff’s cyber security awareness, across all departments against different phishing and malware attack scenarios. User awareness training was integrated into each Phishing Campaign to help Trinity ensure our staff were an effective last line of defence in the protection against cyber threats.

118.02 Phishing campaign summary figures:

- 22,982 Phishing Messages were sent to Trinity Staff
- 717 Trinity Staff opened the fraudulent websites or files
- 292 sets of credentials were given away by Trinity Staff

118.03 Trinity College will continue to be regularly targeted by both random and focused, phishing and malware attacks and the impact of these cyber-attacks may be considerable with financial loss, personal and business data leakage, IT network outages, reputational damage and even fines from the Data Commissioner’s Office. IT Services are recommending that they continue to retain an up-to-date benchmark of how the Trinity community will react to a phishing attack and provide on-going awareness training for our end users. This will include ongoing phishing campaigns in 2018/2019 and 2019/2020, an on-site cyber security user awareness training session for all 348 staff who fell victim to one of the phishing campaigns, improvements to the cyber security awareness of new staff via the HR Induction Programme and IT Services will maintain the interactive ‘Phishing and Fraudulent Messages’ sections on our website. We will be able to review changes in the cyber security profile of Trinity over the coming 18 months as 2-Factor Authentication is introduced to Trinity staff, which should make Trinity less of a target for Phishers.

118.04 The Chief Operating Officer asked that the phishing campaigns be increased to four a year particularly considering GDPR. The Chair agreed that a harder push on combating phishing attacks would be useful.

LIPC/17-18/119 Wi-Fi Networks

119.01 The Head of Academic Services & IT Operations presented a report on the status of the University’s Wi-Fi network. The University runs a number of secure authenticated networks and an open guest network. IT Services have recently received several requests for more open and / or unauthenticated networks, specifically from CRU, the new Trinity Business School, the Innovation and Entrepreneurship Hub and for the University Open Day. An open unauthenticated network presents numerous risks to the University including no audit trail of access, no means of dealing with copyright breaches, and reputational damage. Running open unauthenticated networks is counter to all network and IT security best practice. Furthermore, University staff and students are advised never to

use open networks for university business as they are a security risk. IT Services are working with business areas to meet their business requirements in a safe and secure manner.

119.02 The Chief Operating Officer noted that a huge investment had been made implementing Wi-Fi for staff and students, and the University must also address the business needs now.

119.03 It was noted that University College Dublin run an open unauthenticated Wi-Fi network, as do some universities in the UK.

119.04 The Head of Academic Services & IT Operations reported that IT Services is committed to working with the business areas to deliver their business requirements and will return to the Committee with policy amendments for approval if necessary.

LIPC/17-18/120 Library Borrowing Entitlements

120.01 The Sub-Librarian (Reading Room Services & Space) presented a proposal to introduce simpler and more generous library borrowing entitlements. The Library conducted a review of existing borrowing entitlements which highlighted the variations of registered borrowers. This proposal will also bring more relevance to the users and be better aligned with the needs of the Library's diverse users.

120.02 The key drivers for this policy review were noted. Over the last four years borrowing levels have dropped, most likely due to a combination of; an increase in the use of online resources; the introduction of electronic legal deposit; more extensive use of virtual learning environments and a shift towards peer learning and group activities.

120.03 It is proposed to distil all the borrowing rules to three borrowing packages: one for undergraduate, certificate, and foundation students; one for higher degree postgraduate, diploma and higher diploma postgraduate students, and students with special borrowing privileges; and the third for weekly and monthly paid staff including retired staff. It was noted that visitors to the University do not have any borrowing rights.

120.04 The timeline for implementation will be over the summer period to be ready for the new 2018/19 academic year, although implementing some technologies will take longer.

120.05 The Committee and the Chair approved this policy change request.

LIPC/17-18/121 LERU Paper on Open Science

121.01 The Librarian presented a LERU paper on Open Science and its role in universities. The paper was produced by the LERU INFO Group, and was approved to be published at the LERU Rectors' Assembly of the 18-19 May 2018.

121.02 Open Science, which should perhaps more properly be termed 'Open Scholarship', represents a cultural change in the way researchers and knowledge exchange communities create, store, share and deliver the outputs of their activity. For universities to embrace Open Science principles, policies and practices, a culture change needs to happen in the organisations for such a transition to be successful. This LERU paper suggests ways in which this change could be successfully embedded, discussing the eight pillars of Open Science as identified by the European Commission, and identifying the real challenges for universities embracing Open Science principles and values. It has links to The National Open Research Forum (NORF), which has been established to deliver an Irish agenda for open research, co-chaired by the HEA and HRB.

121.03 The Dean of Research suggested this needs to be thought of in a functional way, and the University needs to discuss how far it wants to go. The Research Development Officer is unsure when this needs to be implemented but the University is committed to minimum requirements. The HRB already has a mandatory open data management plan. Trinity's Access to Research Archive (TARA), will continue to deliver an open access repository for the University. It was noted that several research funders already have rules in place that make deposit of publications in open access repositories a requirement of any grant, and that open access is only one element of Open Science.

121.04 It is unknown how the cost of implementation and data storage for open data will be met; however the Librarian thought the key issue was to work out which areas needed investment in the future.

121.05 From January 2017, research data for funded projects across all Horizon 2020 programmes should be made open by default. Some discussions have also taken place with the Provost to look at developments under FP9.

121.06 It was agreed that this will be a challenge for the University, and that it may cause an impact in terms of metrics and promotion. The Dean of Research suggested that it would be beneficial if the University gauged where it is currently and plotted where it wanted to be.

LIPC/17-18/122 Research Excellence Strategy

122.01 The Dean of Research outlined the Research Excellence Strategy as of January 2018 and summarised the process and results of the SWOT analysis. The process was highly consultative involving hundreds of responses.

122.02 The resulting Research Excellence Strategy is based on a set of seven core principles mapped to the SWOT analysis, and is made up of two parts:

- Part 1: The research strategy for public consumption
- Part 2: A detailed implementation plan for internal use only

122.03 The Dean of Research noted that although the principles have been set, any further comments are always welcomed and that a structure will be created to facilitate any input.

122.04 It was noted that the next step will be to publish high level goals with an action plan.

122.05 The Chair thanked the Dean for talking to this Committee.

LIPC/17-18/123 AOB

123.01 The Chair thanked the Director of IT Services, the Librarian and the Secretary to the Committee for their support during this academic year.

123.02 The Librarian and Director of IT Services thanked the Chair, on behalf of the Committee, for her active engagement chairing LIPC and representing the committee at Board.

LIPC/17-18/124 Date of next meeting

124.01 The next LIPC meeting will take place on Monday 15th October 2018 at **3pm** in the Henry Jones room, Old Library, Trinity College Dublin.