

1. Introduction

This document is an annual review of the National Library of Wales's compliance with the Data Protection Act 1998. Looking at the period between 1 January and 31 December 2017, it provides an overview of developments in the regulations and guidance relating to the Data Protection Act, amendments to the Library's policies and procedures, a record of the Library's contact with the Information Commissioner, Subject Access Requests received, relevant security events and activities to train and raise staff awareness.

2. Regulations and Guidance

2.1 During 2017, the Information Commissioner's Office has issued guidance on the following:

- Big data, artificial intelligence and data protection (September 2017)
- CCTV code of practice (June 2017)
- Notification of data security breaches to the Information Commissioner's Office (ICO) (November 2017)
- Subject access code of practice (June 2017)

3. Amendments to policies and procedures

- 3.1 Carol Edwards, Governance Manager and Clerk to the Board of Trustees, assumed the responsibilities of Deputy Data Protection Officer.
- 3.2 The following information was published on the Library's website: Marketing Strategy; Public Consultation and Engagement Strategy.
- 3.2 The following policies were updated in 2017: Marketing Strategy; Public Consultation and Engagement Strategy.

4. Contact with the Information Commissioner's Office

- 4.1 The Library's entry in the Information Commissioner's Data Protection Register was renewed. The registration expires on 11 February 2018. Renewals are made by standing

order. The registration is still to be reviewed on an annual basis and any amendments sent to the Information Commissioner's Office.

- 4.2 Helen Thomas, of the Information Commissioner's Office, gave a presentation on the General Data Protection Regulations (GDPR) to the Information Compliance Committee on 6 June 2017. The GDPR will come into force on 25 May 2018. Members' attention was drawn to the pages on data protection reform on the Office's website.

5. Subject Access Requests

- 5.1 No Subject Access Requests were received during 2017.

6. Security events

- 6.1 There were no security breaches which required reporting to the Information Commissioner's Office.

7. Staff awareness and training

- 7.1 As part of their mandatory induction to the National Library of Wales, all new staff view DVDs created by the Information Commissioner's Office. 'The Lights are On' is an introduction to the Data Protection Act and 'Tick Tock' is an introduction to the Freedom of Information Act.

Their information packs also contain print-outs of slides from presentations to Data Protection and Freedom of Information.

- 7.2 No Staff Rights and Information Awareness Sessions or Information Security Awareness sessions were held in 2017. Training resources on Information Security are available on the Library's intranet.

A presentation on the GDPR was given to members of the Information Compliance Committee on 6 June 2017 (see above).