## LIA template

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| Part 1: Purpose test |

You need to assess whether there is a legitimate interest behind the processing.

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| * Why do you want to process the data?
* What benefit do you expect to get from the processing?
* Do any third parties benefit from the processing?
* Are there any wider public benefits to the processing?
* How important are the benefits that you have identified?
* What would the impact be if you couldn’t go ahead with the processing?
* Are you complying with any specific data protection rules that apply to your processing (eg profiling requirements, or e-privacy legislation)?
* Are you complying with other relevant laws?
* Are you complying with industry guidelines or codes of practice?
* Are there any other ethical issues with the processing?
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| Part 2: Necessity test |

You need to assess whether the processing is necessary for the purpose you have identified.

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| * Will this processing actually help you achieve your purpose?
* Is the processing proportionate to that purpose?
* Can you achieve the same purpose without the processing?
* Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?
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| Part 3: Balancing test |

You need to consider the impact on individuals’ interests and rights and freedoms and assess whether this overrides your legitimate interests.

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| **Nature of the personal data** |
| * Is it special category data or criminal offence data?
* Is it data which people are likely to consider particularly ‘private’?
* Are you processing children’s data or data relating to other vulnerable people?
* Is the data about people in their personal or professional capacity?
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| **Reasonable expectations** |
| * Do you have an existing relationship with the individual?
* What’s the nature of the relationship and how have you used data in the past?
* Did you collect the data directly from the individual? What did you tell them at the time?
* If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?
* How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?
* Is your intended purpose and method widely understood?
* Are you intending to do anything new or innovative?
* Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?
* Are there any other factors in the particular circumstances that mean they would or would not expect the processing?
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| **Likely impact** |
| * What are the possible impacts of the processing on people?
* Will individuals lose any control over the use of their personal data?
* What is the likelihood and severity of any potential impact?
* Are some people likely to object to the processing or find it intrusive?
* Would you be happy to explain the processing to individuals?
* Can you adopt any safeguards to minimise the impact?
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| Can you offer individuals an opt-out?  | Yes / No |

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| Making the decision |

This is where you use your answers to Parts 1, 2 and 3 to decide whether or not you can apply the legitimate interests basis.

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|  Can you rely on legitimate interests for this processing?  | Yes / No |
| Do you have any comments to justify your answer? (optional) |
| LIA completed by |  |
| Date  |  |

What’s next?

Keep a record of this LIA, and keep it under review.

Do a DPIA if necessary.

Include details of your purposes and lawful basis for processing in your privacy information, including an outline of your legitimate interests.