

Legitimate Interest - Checklist

| Question | Yes | No |
|---|-----|----|
| We have checked that legitimate interests is the most appropriate basis. | ✓ | |
| It is understood that we have a responsibility to protect the individual's interests. | ✓ | |
| We have completed a legitimate interests assessment (LIA) and will keep a record of it for the future to ensure that we can justify our decision. | ✓ | |
| We have identified the relevant legitimate interests. | ✓ | |
| We have checked that the processing is necessary and there is no less intrusive way to achieve the same result. | ✓ | |
| We have done a balancing test, and are confident that the individual's interests do not override those legitimate interests. | ✓ | |
| We only use individuals' information in ways they would reasonably expect, unless we have a very good reason. | ✓ | |
| We are not using personal information in a way that they may find intrusive or which could cause them harm, unless we have a very good reason. | ✓ | |
| If we process children's data, we take extra care to make sure we protect their interests. | ✓ | |
| We have considered safeguards to reduce the impact where possible. | ✓ | |
| We have considered whether we can offer an opt out. | ✓ | |
| If our LIA identifies a significant privacy impact, we have considered whether we also need to conduct a privacy impact assessment. | ✓ | |
| We keep our LIA under review, and repeat the process if circumstances change. | ✓ | |
| We include information about our legitimate interests in our privacy notice. | ✓ | |