**CHECKLIST 4 – Legitimate interests**

☐ We have checked that legitimate interests is the most appropriate basis.

☐ We understand our responsibility to protect the individual’s interests.

☐ We have conducted a legitimate interests assessment (LIA) and kept a record of it, 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’ data in ways they would reasonably expect, unless we have a very good reason.

☐ We are not using people’s data in ways they would 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 DPIA.

☐ We keep our LIA under review, and repeat it if circumstances change.

☐ We include information about our legitimate interests in our privacy notice.