**Legitimate Interests Checklist**

* 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 interest’s 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 information / notice.