

# 3 Raymond Buildings

## Legitimate Interests Assessment

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### Part 1: Purpose test

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

- 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?

We want to process the data in order to provide practice management and support services to Members of Chambers, Pupils and Staff. The processing will enable us to recruit and employ Barristers, Pupils and Staff in a manner that fulfils our statutory and regulatory obligations, to maintain a database of cases, and to maintain client contact records for case management and marketing purposes. The benefit will be our ability to provide practice management, financial management and support services to Members of Chambers and Pupils, and to maintain all the necessary records and data required to provide the services.

Wider public benefits will extend to our professional and lay clients in terms of effective service delivery.

If we could not carry out the processing there would be no central administration of chambers and this would impinge on access to justice for our clients. There are no additional specific data protection rules that apply to our processing, but we are bound by the laws of confidentiality, legal professional privilege and professional obligations in the Code of Conduct. We are also bound by other laws of general applicability such as employment law, accounting conventions and anti-money laundering provisions which require us to keep records. We are also complying with guidance issued by the ICO, the Bar Council and the Bar Standards Board in the way in which we process personal data.

There are no other ethical issues with the processing.

## Part 2: Necessity test

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

- 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?

The processing is essential to the provision of support services; without it we cannot offer support services to Members of Chambers, Pupils, Staff and our clients. This is the core of our operation, not an additional facet of it.

In our view the processing is proportionate: we only use personal data that has been supplied to us in connection with instructions to Members of Chambers and Pupils to provide legal services, and/or in connection with recruitment and employment of Barristers, Pupils and Staff.

We cannot achieve the same purpose without the processing or our processing less data. The processing is neither obvious nor intrusive.

## 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.

First, use the [DPIA screening checklist](#). If you hit any of the triggers on that checklist you need to conduct a DPIA instead to assess risks in more detail.

### 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?

Some of the data may be special category data or criminal offence data; it may also be data which is likely to be considered particularly private. From time to time we may process children's data or data relating to vulnerable people, and data about people in their personal or professional capacity.

### 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?

As set out above, we have relationships with individuals as tenants, staff, pupils, professional clients and lay clients. All individuals have access to our Privacy Notice and Data Protection Policy via the chambers website and through notification via tenancy agreements, contracts of employment, pupillage manuals and client care letters.

When the data is from third parties, for example data about other individuals supplied by my clients, sometimes those third parties will know (for example, those providing character references for the purposes of employment) but in other cases they may not.

The data will only be used for so long as it is relevant to the purpose, but will be stored thereafter in order to comply with legal obligations to which we are subject. Once it is no longer required, it will be securely disposed of.

The purpose of providing chambers support services is widely understood; we are not doing anything new or innovative. We have no evidence about expectations, save that the public would expect legal services providers to keep personal data secure and to comply with the law at all times.

### **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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|--|----------|
| <p>The likely impact is limited, in that our processing is part of a wide process of legal services. Individuals will lose control over their data to the extent that we are processing it without their consent. However, the likelihood and severity of the impact of our processing is limited; the impact (if any) will be as a result of the litigation as determined by the Courts or as agreed between the parties.</p> <p>We would be happy explain the processing to individuals.</p> <p>We can adopt all the safeguards recommended by the ICO and professional regulators to minimise the impact of our processing.</p> |          |
| Can you offer individuals an opt-out?  | Yes / No |

## 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.

|   |                                   |
|---|-----------------------------------|
| Can you rely on legitimate interests for this processing?   | Yes / No                          |
| Do you have any comments to justify your answer? (optional) |                                   |
| LIA completed by  | Alison Marshall, Chambers Manager |
| Date  | 23.5.2018                         |

## 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.