

This legitimate interests assessment (LIA) template is designed to help you to decide whether or not the legitimate interests lawful basis is likely to apply to your processing. It should be used alongside our [legitimate interests guidance](#).

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 (e.g. 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?

The Green Group has recognised a need to help facilitate a car-sharing scheme at the ICO as a way of helping staff minimise CO2 emissions in line with the objectives laid out in the ICO Environmental Policy. Such a scheme can help reduce CO2 emissions which has a clear environmental benefit. More car-sharing would also mean reduced traffic flow in the local area. The scheme will also allow the Green Group to encourage staff to think carefully about how they travel to work through its promotion of the scheme.

Processing personal data is necessary to allow staff wishing to car-share to effectively identify others within the organisation wishing to do the same. Clearly identifying those wanting to take part, along with where they travel to and from and the time of day that they travel, will be an essential part of the scheme, particularly within an organization that allows for flexible working. Not having a central area accessible to all would prevent effective communication and facilitation and therefore have little chance of success.

Staff participation is voluntary. The amount of detail and information they share about their working patterns and home location is entirely under their control.

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 personal data being processed has been kept to a minimum to ensure that only the necessary amount information is given, to allow staff wanting to car-share to quickly determine whether their route/work pattern might align with someone else.

Staff will only be able to see the work email address of others, the intention being that they would then communicate with one another directly to discuss any car-share arrangement in more detail. The processing will help the Green Group achieve the purpose of helping staff to engage with each other to ensure that they can make the necessary arrangements in order to successfully car-share.

The sharing of personal addresses, email addresses and phone numbers on the central list will be prohibited to help ensure that the scheme is not intrusive. Clear instruction as to what should and should not be included will be given on the dedicated ICON page.

Part 3: Balancing test

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

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?

No special category data or criminal offence data is being processed. No children's data or that of vulnerable people is being processed.

Clear instructions will be given for staff not to enter any personal information in the list such as home address, personal email, or personal phone number. The work email address of the individual staff member is the only contact information that will be visible in the list.

Staff will need to add the location of the office that they are based, as well as the area they travel to and from, but **not** a specific address. Therefore, it is unlikely that those wishing to connect with others also wanting to car share would consider such information particularly 'private'.

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 – e.g. 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?

This is a new scheme and no previous information has been retained. There is nothing particularly innovative about it and we are using existing ICO systems such as SharePoint EDRM and ICON to host the scheme. No information will be extracted from or shared with ICO's HR system. All information will be entered directly by the staff member.

The Green Group intends to promote the use of the car share scheme to those wishing to help reduce their environmental impact, as well as highlighting both the potential environmental and financial benefits of doing so.

Those wishing to take part in the scheme will be directed to a specific page on ICON which will clearly explain what information they should or should not add to the list. The participant in the scheme will be responsible for adding their own information to the list.

Considering a well-established Green Group, a published Environmental Policy and upcoming green travel plan, the intended purpose of introducing a car-sharing scheme is likely to be well understood amongst staff at the ICO.

Likely impact	
<ul style="list-style-type: none"> • 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? 	
<p>People are unlikely to object to the processing or find it intrusive as the scheme is entirely voluntary. They are also not required to enter any particularly 'private' information.</p> <p>There is a potential for staff to enter personal information into the free text areas of the list. The safeguards we have in place are clear instruction on a dedicated ICON page about what should not be added to the list.</p> <p>Staff have the freedom to make an entry on the list at any time. Once an entry is on the list, they are also free at any time to either edit it or delete it; but will only be able to do so for their own entries.</p> <p>To ensure that information is not retained for a disproportionate amount of time, a member of the Green Group will have the ability to remove any entry on the list.</p>	
Can you offer individuals an opt-out?	Yes

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
<p>Do you have any comments to justify your answer?</p> <p>Participation in the scheme is voluntary, there is no automated or background processing or attempt to match people to lifts. The information is necessary and proportionate to allow a car sharing scheme to be run by ICO staff.</p>	
LIA completed by	The Green Group
Date	17 March 2021

What's next?

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

If you need further assistance please contact the information management service at informationmanagement@ico.org.uk.