

# Craigdale Housing Association

## LIA Business Continuity / Disaster Planning

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This legitimate interests assessment (LIA) template is designed to help you to decide whether or not the legitimate interests basis is likely to apply to your processing. It should be used alongside the ICO's [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 (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?

Craigdale Housing Association, the data controller, wishes to utilise a Business Continuity Plan, including the names, home addresses and contact numbers for staff and Board Members. This will enable the data controller to operate in the event that the office or software is not available to the data controller.

Such a plan is necessary in order to avoid the data controller being unable to provide services to relevant individuals, including tenants and staff. Relevant individuals benefit from such plans being in place. It is noted that the data controller is a registered social landlord and that they provide social housing to tenants and their families.

The processing will take place in accordance with data protection laws, including the UK General Data Protection Regulation and the Data Protection Act 2018.

Whilst it is recognised that some of the information, namely home addresses and personal contact telephone numbers of Board members (but not staff, who have work mobile phones) will be processed, it is deemed that this is necessary for this very specific issue. The data controller has not needed to use a Business Continuity Plan to date, but that this is necessary so as to allow the data controller to be able to provide services in the event of a disaster. Staff and Board Members will be encouraged to keep a hard copy of this document in their homes.

## 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?

A Business Continuity Plan, including relevant names and contact details is the only way of communicating at staff / management event in the event that the office / software could not be accessed by the data controller. This ability to communicate would allow for contact to be made between relevant persons, so as to recover from such a position.

The data collected is the minimum necessary in order to enable the plan to be executed.

### 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.

<b>Nature of the personal data</b>
<ul style="list-style-type: none"><li>• Is it special category data or criminal offence data?</li><li>• Is it data which people are likely to consider particularly 'private'?</li><li>• Are you processing children's data or data relating to other vulnerable people?</li><li>• Is the data about people in their personal or professional capacity?</li></ul>
<p>No special category of criminal offence data will be processed.</p> <p>All Board Members and staff already provide their addresses and contact telephone numbers to the data controller. The data controller would only use this data in the event that the Business Continuity Plan needed to be implemented.</p> <p>Some of the information, namely addresses and private telephone numbers of Board members are personal. The other personal data is processed in the professional capacity of the data subjects.</p>
<b>Reasonable expectations</b>
<ul style="list-style-type: none"><li>• Do you have an existing relationship with the individual?</li><li>• What's the nature of the relationship and how have you used data in the past?</li><li>• Did you collect the data directly from the individual? What did you tell them at the time?</li><li>• 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?</li><li>• How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?</li><li>• Is your intended purpose and method widely understood?</li><li>• Are you intending to do anything new or innovative?</li><li>• Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?</li></ul>

- Are there any other factors in the particular circumstances that mean they would or would not expect the processing?

All data subjects are either members of staff or Board members. All information will be gathered from the individual directly, except for work telephone numbers. All data is updated on an annual basis. Staff and Board members understand the purpose of the processing. The data controller is not proposing to do anything new or innovative with the personal data.

### **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?

<p>The data will only be used where the Business Continuity Plan needs to be implemented. Staff and Board members, who will be asked to store this data in their home addresses will be reminded that this should be kept securely and should be returned to the office at the termination of their appointment or be securely destroyed.</p> <p>If an individual wishes to opt out, the data controller will consider their specific reasons and circumstances and give due weight to such a request.</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	Chief Executive Officer
Date	

## 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.