

# Legitimate Interest Assessment – Alumni, Donors and Supporters



Legitimate interests is one of the six lawful bases under which personal data may be processed in compliance with the General Data Protection Regulation (GDPR). Although it is not compulsory for an organisation to have a written record of a Legitimate Interest Assessment (LIA), the Information Commissioner's Office (ICO) does state that this process does help demonstrate compliance in line with the College's accountability obligations under Articles 5(2) and 24 of the GDPR.

To conduct an LIA, ICO guidance requires that the College consider three tests (set out below with their sub-questions) in relation to any given processing activity:

## **1) Purpose test: Is the College pursuing a legitimate interest?**

### **(i) Why does the College want to process the data what is it trying to achieve?**

The College has a legitimate interest in facilitating communications with alumni and supporters, recording and recognising contributions and ensuring that there is a positive and well-informed ongoing, life-long relationship. The College has a legitimate interest in maintaining a record of its cultural life, deepening its relationships with alumni and supporters and recognising their achievements at College and public level.

### **(ii) Who benefits from the processing? In what way?**

The processing of data supports the College, alumni, supporters, students and the wider community; enhancing a positive long-term relationship between all elements of the world-wide College community, helping to maintain a record of ongoing College life and facilitating communications.

### **(iii) Are there any wider public benefits to the processing?**

Statutory compliance and ongoing support of the College's positive role in society.

### **(iv) How important are those benefits?**

Processing is necessary and we believe the benefits to society are considerable

### **(v) What would the impact be if the College could not go ahead?**

The College would not be able to comply with certain statutory regulations. We would not be able to maximise our role in society for the public benefit.

### **(vi) Would the College's use of the data be unethical or unlawful in any way?**

No.

## **2) Necessity test: is the processing necessary for that purpose?**

### **(i) Does the processing proposed help to further the legitimate interest? Yes.**

### **(ii) Is there another, less intrusive, way to achieve the same result?**

No. We believe a personal relationship benefits our alumni, supporters and current College members as well as the College and society in the long-term.

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**(iii) Is it a reasonable way to go about it?**

Yes – it deepens relationships and communications

**3) Balancing test: Do the Individual's interests override the legitimate interest?**

**(i) What is the nature of the College's relationship with the individual?**

- Current and former students
- Donors
- Friends
- Honorary Fellows
- Employees

**(ii) Is any of the data particularly sensitive or private? (This is not limited to special category or criminal data, but extends also to data such as financial data)**

- a) We keep financial information in perpetuity recording money received and distributed.
- b) When supplied by the data subject, information on dietary requirements, disability and other health issues in relation to event attendance.

**(iii) Would people expect the College to use their data in this way?**

We believe so. We have managed an 'opt-out' scheme for many years and have assiduously respected the wishes of alumni and supporters since that scheme has been in place.

**(vii) Are you happy to explain it to them?**

Yes. Please contact us at the Development Office on [development.office@lmh.ox.ac.uk](mailto:development.office@lmh.ox.ac.uk).

**(iv) Are some people likely to object or find it intrusive?**

Possibly but the College has, for many years, offered all data subjects the opportunity to opt-out of some or all communications so we think it unlikely. A framework is in place should anyone chose to object. Please contact us at the Development Office.

**(v) What is the possible impact on the individual?**

Limited. Frustration or annoyance with the communications they receive

**(vi) How big an impact might it have on them?**

Limited

**(vii) Is the College Processing children's data?**

Yes but only children who are related to those listed in 3(i). The information we hold is very basic (name, birth year). If they attend an event 3(ii)(b) above would apply.

**(viii) Are any of the individuals vulnerable in any other way? Yes – disabled, elderly, mental health issues.**

**(ix) Can/Does the College adopt any safeguards to minimise the impact? Yes, Yes, we have a Vulnerable Persons Policy and information about any vulnerable person is seen on a need-to-know basis.**

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**(x) Does the College offer an opt-out to data subjects?**

Yes – anyone wishing to do so can contact:

The Development Office  
Lady Margaret Hall  
Norham Gardens  
Oxford  
OX2 6QA

[development.office@lmh.ox.ac.uk](mailto:development.office@lmh.ox.ac.uk)

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## DOCUMENT CHANGE LOG

Version	Date changed	Notes
1.0	16/05/2018	Version 1.0 published

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