

# South Gloucestershire

## Legitimate Interest Assessment

### 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 data to enable us to join all primary school children (and rising 5s) to the library as an entitlement and also membership of the Summer Reading Challenge

Children will be engaged via schools to borrow books and receive prizes, medal & certificate to encourage them to read for pleasure over the summer holidays. This links in with a wider school engagement programme across the full year.

Reading for pleasure is linked to improved life chances for children and those who read regularly from an early age are more likely to attend tertiary education, have professional employment, earn more and be an active and engaged resident.

The need is even greater this year where children have missed significant amounts of schooling due to the pandemic.

Studies have shown that children from more disadvantaged backgrounds are likely to have had less access to books and are more likely to have had extended screen time. By engaging all children in the challenge we are ensuring that those from families who feel a barrier towards library usage or engaging with books are not disadvantaged and all children have equal access to the challenge.

No third parties will benefit from the processing of this data.

The impact for not processing this data would be significant. Children would be disadvantaged by not being able to become library members and all the benefits this entails, not processing the data would also create inequality of access amongst their peers. Not being a library member would

exclude children from taking part in the Summer Reading Challenge and the personal, societal and educational benefits thereof.

We know from experience that more vulnerable children within our communities are less likely to have parental involvement. Research has shown that if parents are asked to give consent for their child to become a member of the library approximately only a third of parents will give their consent. School classes are invited into the library during the year but due to lack of parental engagement and consent approximately 60% of children are unable to borrow a library book or to take part in the Summer Reading Challenge.

Where 100% of children have been enrolled through a secure data transfer and took part in the Summer Reading Challenge, it creates a sense of excitement around reading and all children being given equal access. In those authorities use of the library especially by children whose parents may be classified as disadvantaged through their own learning, socio economic factors was very significant and validated the use of the issuing of the cards to all children

## 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 of this data will help us to achieve this purpose. In order for children to become library members we will require information currently held by CAH which will be uploaded securely to our library management system in order to create library records. Minimum information required by the library management system includes;

- Name of child (forename and surname)
- Name of parent
- Date of birth
- Address
- Gender (TBC)
- School

This information is proportionate to purpose. We require forename and surname as each library record pertains solely to the individual, through which they can be identified.

Addresses are required so that individuals can be contacted by the library service and we require date of birth to ensure that individuals are borrowing age appropriate materials.

We are collecting gender data to demonstrate that we are reaching a wider demographic and to inform our work around targeting sub sections of the community from evidence gathered.

Anonymised data regarding ethnicity and gender is submitted to The Reading Agency, a national charity responsible for the Summer Reading Challenge to inform their research around the pattern of reading across the country.

Without this data we are unable to join children to the library or to the Summer Reading Challenge and as outlined in our previous response the positive impacts of children being given equal access to books and reading significantly improves their well-being and life outcomes.

The findings of a study, conducted by [University College London](#), shows that reading for pleasure has lasting implications not just for children's literacy, but also beyond into vocabulary, maths and their wider cognitive development. In fact, reading for pleasure is more important for children's cognitive development than their parents' level of education and is a more powerful factor in life achievement than socio-economic background.

We are not able to achieve our purpose without the processing due to lack of engagement from schools and parents and as demonstrated we are processing the minimum of data required for engagement and statistical purposes.

## 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 the data is not special category or criminal offence data. It is not considered private We are processing children's data The data is not about people in their personal or professional capacity</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><li>• Are there any other factors in the particular circumstances that mean they would or would not expect the processing?</li></ul>
<p>The data will be transferred securely to the library service from within the Council to the LibrariesWest database. It is uploaded to the library management system by the systems coordinator.</p> <p>Our intended purpose and method is widely understood, the majority of people understand what a library is, how it works and why personal data is required to create library memberships. Children are brought into the library through a year long engagement programme and are often in a position where they can help to inform parents who may be unfamiliar with the process.</p>

We are undertaking an innovative project as we will be reaching a wider group of children who might not have had access to the library or the Summer Reading Challenge previously. We are part of a national pilot scheme by the Reading Agency which will encourage access to the library and the Summer Reading Challenge as an entitlement for all rather than a privilege for those children whose parents understand the benefits of reading.

Expectations from the Reading Agency are that we are able to provide statistics around gender and ethnicity of participants to inform further research.

### **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?

The impact of the processing is likely to be positive. Children will have access to all the benefits of being a member of the library which includes borrowing books and AV and digital resources as well as use of public computers. As a library service we understand that not all parents and children will engage fully and that following an initial visit organised through the school that some children may not re-engage, resulting in books not being returned.

As a library service we are prepared to accept these losses off-set by the benefits of more children being given access to the service.

We also appreciate that parents might be concerned about receiving notification from the council and a request for payment of lost and non-returned items. We do not charge overdue fines for children's books or charge for damaged books as this is a barrier to use

Individuals will not lose any control over their personal data as they can ask for their library record to be deleted and this information will be given to parents in initial communications.

We do not consider that there will be any negative impact on children having access to the library. Some parents may object to the processing of their child's data and find it intrusive, however they will be given the option to opt out of the process. The data we are collecting and processing is minimal and considering that a large percentage of the population have a library card proves that the information required for a library record is not considered intrusive or irrelevant by the majority. In fact it is a standard process which is part of a long-standing tradition of library membership. As a service we do not receive complaints about data required for this purpose.

We would be happy to explain this process through letters sent out to all parents, providing an email contact for them to ask any questions and through other routes including information to teachers via pupil services and appearances at borough-wide head teacher meetings.

Safeguards adopted to minimise risk include the folder where the data is held is only accessible to council officers preparing and uploading the data to the library management system.  
Any staff member accessing the library management system is fully trained and has attended the South Gloucestershire data protection training

The system also has a time out function so that data cannot be seen when not in use.

Can you offer individuals an opt-out?	Yes
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## 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
Do you have any comments to justify your answer? (optional)	
LIA completed by	
Date	