

TEMPLATE FOR APPLYING FOI SECTION 40(2) OR EIR 12(3) 13(1) DOF/2025-0596 The lawfulness, fairness and transparency test

Business areas are required to carry out a “lawfulness, fairness and transparency test” when considering the disclosure of third party personal data falling within the scope of a FOI or EIR request. **In most cases**, neither of the lawful basis outlined below will apply, however the business area must complete the test as evidence as having considered.

The steps are as follows:-

1. Consider the Personal Data falling within the scope of the request

What is the nature of the data, are there references to a name, location, physical, genetic, economic, cultural identifiers, include how the information held is linked to the data subject, e.g. is it used to inform decisions affecting them.

Brief description: Personal data of NICS staff at lower grades who were providing administrative support and personal data of external parties who would not have an expectation that the information would be disclosed to the world at large through the department’s disclosure log.

Furthermore, the emails and phone numbers of civil servants of all grades, which appear in the documents intended for release, have also been redacted. The department publishes official contact details on its website which can be accessed here: <https://www.finance-ni.gov.uk/contact>.

2. Lawfulness

Do either of the two lawful basis below which allow for the disclosure of personal data apply?

No

Consent: This will apply when the data subject(s) clear consent exists that allows you to disclose the personal data falling within the scope of this request. E.g, a member of staff may agree to their name being disclosed.

Legitimate interests: the disclosure is necessary for the Department’s legitimate interests or the legitimate interests of a third party that overrides the data subject(s) rights and freedoms, particularly their right to privacy.

If no, an exemption/exception for 3rd party personal data will apply and the form is complete.