



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

## **FORM FOR ACQUISITION**

### **Introduction**

**Forms for acquisition** are designed to ensure that the Service's bulk data acquisitions are necessary and proportionate. In legal terms, bulk data acquisitions are defined as:

Datasets acquired under Section 2 (2)(a) of the Security Service Act 1989 or Sections 2(2)(a) or 4(2)(a) of the Intelligence Services Act 1994 which contain data about a wide range of individuals, including [non-adverse] data about individuals who are not of direct intelligence interest.

So, **forms** are required where a bulk dataset...

- is likely to include large amounts of superfluous or non-targeted data
- includes data about individuals of no intelligence interest that may be of a personal or sensitive nature
- has not been acquired under an existing oversight mechanism e.g. RIPA
- has been generated by any external organisation or partner agency and exhibits the above characteristics

**Forms** are not required where the bulk dataset...

- relates to a targeted individual or has been acquired under an existing oversight mechanism e.g. RIPA
- is considered open source and is therefore already in the public domain
- has been procured commercially
- has been generated from within the Security Service

### **Instructions for completing this form:**

The following process is intended to ensure the correct authorisations are in place **prior** to acquiring bulk data.

1. The Data Sponsor completes *Section 1: Business Justification* and electronically initials the form in **the electronic system**.
2. The Data Sponsor's **senior MI5 official** approves Section 1 and electronically initials the form in **the electronic system**.
3. The Data Sponsor emails the **relevant form** to the following stakeholders: **relevant teams and legal advisors**.
4. **The relevant team** completes *Section 2: Information Assurance* and gives approval to proceed by electronically initialling the form in **the electronic system**.
5. **The relevant team** completes *Section 3: Technical Feasibility* and electronically initials the form in **the electronic system**.
6. **The relevant team** completes *Section 4: Acquisition* and electronically initials the form in **the electronic system**.
7. **A senior MI5 official** provides final approval for the acquisition to proceed and electronically authorises the form in **the electronic system**.
8. **The relevant team** signs off the form in **the electronic system** on completion of the bulk data acquisition, forwarding form to **senior MI5 officials** for future reference.

[REDACTION]

[REDACTION]



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

**Section 1: Business Justification** to be completed by Data Sponsor: senior MI5 officials

**Before completing this section:**

Were the relevant team approached to help establish a relationship with the Data Provider? Yes  No

Was the acquisition proposal referred to a senior MI5 official to authorise any allocation of relevant team resource? Yes  No

<b>Dataset Name:</b>		<b>Data Sponsor:</b> <i>(name and <u>staff role</u>)</i>	
Source Database:			
Codename <i>(where applicable)</i> :			
Supplier Organisation:			
Supplier Contact Details:			
Brief Description of Source Dataset:			
Proposed Frequency of Update:			
Proposed Destination System(s):			
Proposed Access Restrictions:			
<p>Please now explain why the acquisition is necessary and proportionate covering the following points:</p> <ul style="list-style-type: none"> <li>• How will the data be used?</li> <li>• What results or benefit do you expect it to provide?</li> <li>• Are there alternative means of achieving the same results?</li> </ul>			
Does the dataset contain Personal Data? <i>(provide further detail in the adjacent box)</i>			



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

Identifying Personal Data

Information about Activities

*(e.g. travel)*

Sensitive Personal Data

*(financial, medical, religious, journalistic, political, legal)*

Other

Data on UK Nationals:

Data on Minors:

Explain how the level of Actual and Collateral intrusion is being reduced:

*(Actual Intrusion: the intrusion or interference with privacy caused by accessing personal data as a result of analysis. Collateral Intrusion: the intrusion or interference with privacy caused by holding the dataset in our analytical systems, prior to any action taken by an analyst or investigator)*

Classification of Actual Intrusion:

Please select

Assessment of Collateral Intrusion:

Please select

Referred to **Ethics**:

Please select

Referred to **Legal Adviser**:

Please select

If you have answered 'yes' to the above, please provide further detail:

**Business Case Sign Off** *(to be completed by Data Sponsor)*

Name/ **Staff Role**:

Date:

*Please initial electronically once completed*

**Business Case Approval** *(to be completed by Data Sponsor **senior MI5 official**)*

I am satisfied:





NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

- that the use of this dataset is necessary
- that the use of this dataset is proportionate to what is sought to be achieved

Name/ <b><u>Staff Role</u></b> :	
Date:	
<i>Please initial electronically once completed</i>	

**Section 2: Information Assurance** to be completed by **the relevant team**

**The relevant team** Comment

Please comment on the following:

- Intrusion
- Proportionality
- Necessity
- Adverseness

Does holding this dataset have the potential to cause political embarrassment or reputational damage to the Service and its partners?			
Overall Classification of Corporate Risk:	Please select		
Access Restrictions:			
Handling Caveat:			
Provider Protective Marking:	Please select	(no STRAP)	(no national caveat)
BSS Protective Marking:	Please select	(no STRAP)	(no national caveat)
<b><u>Information Handling</u></b> Category:			
Review Period:			
Referred to <b><u>Ethics</u></b> :	Please Select		
Referred to <b><u>Legal Adviser</u></b> :	Please Select		



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

<b>Information Assurance Sign Off</b>	
Name/ <u>Staff Role</u> :	
Date:	
<i>Please initial electronically once completed</i>	

**Section 3: Technical Feasibility** to be completed by the relevant team

<u>Team</u> Comment
<b>Technical Feasibility Sign Off</b>
Name/ <u>Staff Role</u> :
Date:
<i>Please initial electronically once completed</i>

**Section 4: Acquisition** to be completed by the relevant team

Data Schema Provided	
No. of records/fields	Please select
Size of data set ( <i>in bytes</i> )	
Change/Delta Statistics	
Start Date of Data Coverage:	End Date of Coverage:
Source System Details	
Format for Provision	
[REDACTION]	
[REDACTION]	
<b>Acquisition Sign Off</b> ( <i>to be completed by the relevant team</i> )	



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

<b><u>Staff Role:</u></b>	
Date:	
<i>Please initial electronically once completed</i>	

<b>Final Acquisition Approval</b> <i>(to be completed by <u>a senior MI5 official</u>)</i>	
I am satisfied: <ul style="list-style-type: none"> <li>• that the use of this dataset is necessary</li> <li>• that the use of this dataset is proportionate to what is sought to be achieved</li> <li>• that legal, ethical and practical implications have been adequately examined</li> <li>• that satisfactory arrangements exist for ensuring proper management and protection of the data</li> </ul> I authorise the acquisition of this dataset.	
<b><u>Staff Role:</u></b>	
Date:	
<i>Please approve electronically once completed</i>	

<b>Confirmation of data acquisition</b> <i>(to be completed by <u>the relevant team</u> following successful completion of the data acquisition)</i>	
<b><u>Staff Role:</u></b>	
Date:	
<i>Please sign-off electronically and forward forms to <u>senior MI5 officials</u> for future reference</i>	