### Form for Retention Summary

<table>
<thead>
<tr>
<th>Dataset:</th>
<th>Form for Acquisition reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisation Date:</td>
<td></td>
</tr>
<tr>
<td>Acquisition History:</td>
<td>Acquired on and updated</td>
</tr>
<tr>
<td>First Ingestion Date:</td>
<td></td>
</tr>
<tr>
<td>Date of Review:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Business Area:</td>
<td>please select</td>
</tr>
<tr>
<td>Necessity for Retaining the Data:</td>
<td></td>
</tr>
<tr>
<td>Assessment of Expectation of Privacy:</td>
<td></td>
</tr>
<tr>
<td>Classification of Actual Intrusion:</td>
<td>please select</td>
</tr>
<tr>
<td>Classification of Collateral Intrusion:</td>
<td>please select</td>
</tr>
<tr>
<td>Overall Classification of Corporate Risk:</td>
<td>please select</td>
</tr>
</tbody>
</table>
**Section 1: Data Description** (to be completed by Senior Mi5 Official)

<table>
<thead>
<tr>
<th>Senior Mi5 Official: (Staff Role, Name)</th>
<th>Update Frequency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dataset Accessed From:</th>
<th>Date of Last update:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[REDACTION] [REDACTION] [REDACTION]</td>
<td></td>
</tr>
<tr>
<td>[REDACTION] Other (please state):</td>
<td></td>
</tr>
<tr>
<td>[REDACTION]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier Organisation: (please provide details of covert authority to acquire the data where appropriate, e.g. intercept, CVS, OWE including warrant numbers)</th>
<th>Size of Dataset: (please provide more accurate details of people represented in the data if available)</th>
<th>please select</th>
</tr>
</thead>
<tbody>
<tr>
<td>[REDACTION]</td>
<td>[REDACTION]</td>
<td>(no STRAP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification: Please select (no STRAP) (no national caveat)</th>
<th>Recipient</th>
<th>Form for Sharing Reference</th>
<th>Full Dataset/ Subset</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Section 2: Extent of Potential Intrusiveness (to be completed by Senior Mi5 Official in consultation with the relevant team) |

Provide details of the personal data contained within the dataset: (Retention of sensitive personal data must be justified.)

- Identifying Personal Data
- Information about Personal Activities
- Sensitive Personal Data (as in the DPA(1998)):
  - Racial or ethnic origin
  - Religious belief or other beliefs
  - Political opinions
  - Membership of a trade union
  - Physical or mental health
  - Sexual life
  - Criminality or criminal proceedings
- Sensitive Personal Data (for internal handling purposes):
  - About journalists
  - Employment within the SIA
  - Operationally sensitive to the SIA
  - Related to a Member of Parliament
  - Subject to legal professional privilege
  - Financial
  - Biometric data

Data on UK Nationals:                                    Data on Minors:
### Section 3a: Retention Case

**Assessment of Value and Frequency of Use:**
- Value: please select
- Frequency: please select

**Retention Period:**
- Date at which review of data age should take place:
- Beyond the age review date ([REDACTION] years), what rolling deletion pattern has been applied? (where none or more than [REDACTION] years, include justification)

**Examples of Use:**
- (during the review period)

### Section 3b: Sharing Case

**Statement of Necessity for continuation of the sharing:**
- (Include the value and frequency of use)

**Examples of benefit derived from sharing:**

**Senior M5 Official signature:**
- Name/Staff Role:
- Date:

**Senior M5 Official endorsement:**
- Proposal: please select
- Comments:
- Name/Staff Role:
- Date:

*Form for Retention V8*
NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

Legal adviser comment if required

Comment:  
Name/Staff role: Date:

Section 5: Information Assurance to be completed by the relevant team

Does holding this dataset have the potential to cause political embarrassment or reputational damage to the Service and its partners?  

The relevant team endorsement (to be completed and electronically signed by the relevant team)

Proposal: please select  
Comments:  
Name/Staff role: Date:

Section 6: Referral to Dataset Review Panel to be completed by the relevant team

Referred to Dataset Review meeting: please select  
If no: please proceed to section 7  
Additional Information:  
Outcome of Dataset review: please select

Section 7: Authorisation (to be completed by DSIRO or designated person following the Review meeting)

☐ I authorise the retention of this dataset.

I am satisfied that:

- that the use of this dataset continues to be necessary;
- that the use of this dataset continues to be proportionate to what is sought to be achieved (taking account of the degree of intrusion);
- that satisfactory arrangements exist for ensuring proper management and protection of the data.

Form for Retention V8
This dataset should be reviewed and renewed in please select .

☐ I authorise the ongoing sharing of this dataset with

☐ I authorise the deletion of this dataset.
I am satisfied that:
- it is no longer necessary or proportionate to retain this dataset
- user access should be removed as soon as possible following the date of the signature below

<table>
<thead>
<tr>
<th>Name/Staff role:</th>
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</tr>
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</table>

For the purposes of CRPGs, retention decisions should be reviewed periodically.