

*All gists in the following extract have been underlined

Bulk Data Acquisition/Transformation Authorisation

Action (when complete) to [redacted]

CC (Read) to [redacted]

Bulk data can be defined as “electronic information on multiple individuals or organisations containing untargted individuals and sought or processed for intelligence purposes.”

This form does not apply to data that does not match this definition. It should be used for the initial acquisition of a dataset but does not need to be used to justify subsequent updates, so long as this was identified and justified in the initial form.

This form provides a means for authorising data acquisition where it is not provided by other processes. For example, the 'legal' portion of this form does not need to be completed when a submission has been made. Only a reference to the submission is necessary.

Without the information captured by this form the relevant team will not be able to incorporate the data into SIS exploitation systems. You should still therefore use the other sections of the form to provide the information required to accept data onto SIS systems.

Data Description

CODEWORD and file reference of dataset	
Organisation or Individual that owns the data.	
Brief description of data to be acquired (include content, size & date range)	
Who will be acquiring this data [redacted]?	
Who will be responsible for the acquired data - eg the Data Owner (also be responsible for action on)	
National Caveat (eg UK/US EYES ONLY)	
Protective marking once held by SIS (eg TOP SECRET STRAP 2)	

Data handling information

Proposed data retention period [redacted]	
Proposed review frequency	

(normally 6 monthly)	
[redacted]	

Necessity and Proportionality

(where a submission has been made, only a reference is necessary)

Please describe how you intend to use the data and why this is necessary to help the Service to meet its statutory requirements to protect national security. Issues you should cover include: What is the intended use of this data? What results and benefits will exploiting this data bring and could these be achieved by other means without the use of bulk data? What JIC requirements will this meet?

Please explain the level of intrusion into privacy. Issues you should cover include: The nature of the data (it is personal data etc?) Does the database contain a high/low proportion of people of no intelligence interest? Is the data anonymous and will it remain so? [eg – lists of telephone numbers] Will you be acquiring the whole database or a relevant subset? Who in the Service will have access to the data?)

Authorisation

Authorising officer [redacted]: *Have the issues of necessity and proportionality have been properly considered; could alternative approaches deliver the same results?).*

Designation:
Staff Number:
Ext:

Legal Adviser Endorsement (optional)

Legal adviser endorsement should be sought by the authoriser if they feel that the request is particularly intrusive (eg the data includes large numbers of people of no intelligence interest or is extremely intrusive/delicate eg medical records).

Designation:
Staff No:
Ext: