

AUTHORISATION FOR ACQUISITION OF BULK PERSONAL DATA (Section A)

REVIEW OF RETENTION OF BULK PERSONAL DATA (Section B)

(Delete as appropriate)

Guidance for completion of form.

BPDAR Number:

BPDAR number must be included for any renewal

Date of Application:

Date of Cancellation:

To be completed by *relevant team* when advised

**[REDACTED]
Reference:**

[REDACTED] **reference must be included**

Data Sponsor:

(Name and short title)
(*relevant senior official*)

Data Owner:

(Name and short title)

Section A: Details of Data (normally to be completed by Data Owner)

Dataset name/covername	
Data description	
Data source	
Date of Acquisition	
Agreement/authorisation to supply the data	
Method of supply	

OFFICIAL

Frequency of supply		
Size of data		
Handling restrictions		
Intelligence case <i>(for Renewals leave original intelligence case, go to Section B and add updates)</i>		
Data storage (database names if applicable)		Proposed retention period (if known)
Access controls		
Data sharing		
Protective marking		COI/ECI (if applicable)

Section A: Extent of potential intrusiveness (normally to be completed by Data Owner; assessment of intrusiveness and sensitivity to be completed by *relevant team* in consultation with the Data Owner)

Fields contained in the data	Y/N	Is field removed before storage or exposure to analysts? Y/N
Name		
DOB		
Nationality		
Address		
Telephone number(s)		
Email address		
ID number		
Passport details		
Organisation/occupation		
Banking/credit cards/other financial information		
Travel details		
Medical details		

OFFICIAL

Religious information		
Other (specify)		
Does the dataset contain a high proportion of data on people of no probable intelligence interest?		
Does it contain a significant proportion of data about UK nationals?		
Does it contain a significant proportion of data about <i>foreign partner</i> nationals?		
Does it contain information about minors?		
Assessment of intrusiveness and sensitivity (<i>relevant team to complete after consultation with Data Owner</i>)		

Section A: Authorisation

I am satisfied that the acquisition of this dataset is necessary and proportionate in relation to one or more of GCHQ's authorised purposes and that it will be handled appropriately.

I authorise the acquisition and retention of this dataset. The retention should be reviewed in months from now.

Comments:

Signature of Authorising Officer:

Name:

Position:

Date:

OFFICIAL

This page is intentionally blank

4 of 8

This information is exempt from disclosure under the Freedom of Information Act 2000 and may be subject to exemption under other UK information legislation. Refer disclosure requests to GCHQ on 01242 221491 x30306, email infoleg@gchq.gsi.gov.uk

OFFICIAL

OFFICIAL

FIRST REVIEW OF RETENTION OF BULK PERSONAL DATA

Section B: Renewal case (or cancellation) (to be completed by Data Sponsor)

Intelligence case (or reason for cancellation)

Section B: Review Panel comments or requests for additional information

Name	
Comment/question	
Response	

Name	
Comment/question	
Response	

Section B: Outcome of first review

Completed: *insert date*

Next review: *insert date*

Retain/delete, and reason	
Adjust current retention period (if applicable add justification for change)	

OFFICIAL

Section B: Authorisation for retention

I am satisfied that the use of this dataset continues to be necessary and proportionate.

I authorise the continued acquisition *[delete if appropriate]* and retention of this dataset.

The retention should be reviewed in months from now.

Comments:

Signature of authorising officer:

Name:

Position:

Date:

or

I do not authorise the continued retention of this dataset and require its deletion.

Comments:

Signature of authorising officer:

Name:

Position:

Date:

OFFICIAL

SECOND REVIEW OF RETENTION OF BULK PERSONAL DATA

Section C: Renewal case (or cancellation) (to be completed by Data Sponsor)

Intelligence case (or reason for cancellation)

Section C: Review Panel comments or requests for additional information

Name	
Comment/question	
Response	

Name	
Comment/question	
Response	

Section C: Outcome of second review

Completed: *insert date*

Next review: *insert date*

Retain/delete, and reason	
Adjust current retention period (if applicable add justification for change)	

OFFICIAL

Section C: Authorisation for retention

I am satisfied that the use of this dataset continues to be necessary and proportionate.

I authorise the continued acquisition *[delete if appropriate]* and retention of this dataset.

The retention should be reviewed in months from now.

Comments:

Signature of authorising officer:

Name:

Position:

Date:

or

I do not authorise the continued retention of this dataset and require its deletion.

Comments:

Signature of authorising officer:

Name:

Position:

Date: