

**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)

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

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

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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:

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## FIRST REVIEW OF RETENTION OF BULK PERSONAL DATA

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

<b>Intelligence case (or reason for cancellation)</b>
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### 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)	

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## 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:

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SECOND REVIEW OF RETENTION OF BULK PERSONAL DATA

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

<b>Intelligence case (or reason for cancellation)</b>
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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)	

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## 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: