



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.

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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 ☒

Dataset Name:		Data Sponsor: (name and <u>staff role</u>)	
Source Database:			
Codename (where applicable):			
Supplier Organisation:			
Supplier Contact Details:			
Brief Description of Source Dataset:			
Proposed Frequency of Update:			
Proposed Destination System(s):			
Proposed Access Restrictions:			
Please now explain why the acquisition is necessary and proportionate covering the following points: • How will the data be used? • What results or benefit do you expect it to provide? • Are there alternative means of achieving the same results?			
Does the dataset contain Personal Data? (provide further detail in the adjacent box)			



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☐ Identifying Personal Data	
☐ Information about Activities <i>(e.g. travel)</i>	
☐ Sensitive Personal Data <i>(financial, medical, religious, journalistic, political, legal)</i>	
☐ Other	
Data on UK Nationals:	
Data on Minors:	
Explain how the level of Actual and Collateral intrusion is being reduced: <i>(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)</i>	
Classification of Actual Intrusion:	Please select
Assessment of Collateral Intrusion:	Please select
Referred to <u>Ethics</u> :	Please select
Referred to <u>Legal Adviser</u> :	Please select
If you have answered 'yes' to the above, please provide further detail:	
Business Case Sign Off <i>(to be completed by Data Sponsor)</i>	
Name/ <u>Staff Role</u> :	
Date:	
<i>Please initial electronically once completed</i>	
Business Case Approval <i>(to be completed by Data Sponsor <u>senior MI5 official</u>)</i>	
I am satisfied:	



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

Name/ <u>Staff Role</u> :	
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)
<u>Information Handling</u> Category:			
Review Period:			
Referred to <u>Ethics</u> :	Please Select		
Referred to <u>Legal Adviser</u> :	Please Select		



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Information Assurance Sign Off

Name/ Staff Role:

Date:

Please initial electronically once completed

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

Team Comment

Technical Feasibility Sign Off

Name/ Staff Role:

Date:

Please initial electronically once completed

Section 4: Acquisition to be completed by the relevant team

Data Schema Provided

No. of records/fields

Please select

Size of data set (*in bytes*)

Change/Delta Statistics

Start Date of Data Coverage:

End Date of Coverage:

Source System Details

Format for Provision

[REDACTION]

[REDACTION]

Acquisition Sign Off (to be completed by the relevant team)

[REDACTION]



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

Final Acquisition Approval (to be completed by <u>a senior MI5 official</u>)	
I am satisfied: • that the use of this dataset is necessary • that the use of this dataset is proportionate to what is sought to be achieved • that legal, ethical and practical implications have been adequately examined • that satisfactory arrangements exist for ensuring proper management and protection of the data I authorise the acquisition of this dataset.	
<u>Staff Role:</u>	
Date:	
<i>Please approve electronically once completed</i>	

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