

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	

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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		

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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)

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: <i>insert date</i>	Next review: <i>insert date</i>
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)

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)	

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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: