



NOTE: REDACTIONS ARE INDICATED [REDACTION] AND GISTS ARE IN BOLD, DOUBLE-UNDERLINED AND ITALICS

**FORM FOR SHARING**

Section 1: Data Description (to be completed by Data Sponsor)

Dataset Codename:		<b><u>Form for Acquisition Reference:</u></b> (where applicable)	
Data Sponsor: (Name and Staff Role)		<b><u>Form for Sharing Reference:</u></b> (this should be obtained from <u>the relevant team</u> )	
<b><u>MI5 Officer Responsible for Negotiating Sharing:</u></b> (Name/ <u>Staff Role</u> )			
Recipient Organisation:	<input type="checkbox"/> SIS <input type="checkbox"/> Other (please specify) <input type="checkbox"/> GCHQ		
Recipient Contact Details:			
Dataset Category	<input type="checkbox"/> Corporate [F] (Intelligence or security information the Service needs for the purposes of performing its statutory functions.) <input type="checkbox"/> Targeted (Primarily related to SOI's, with variable levels of collateral intrusion.) <input type="checkbox"/> Bulk Personal (The overwhelming majority of the contents concerns personal data about individuals of no direct intelligence interest.)		
Description of Data to be Shared:	A description of field names must be provided as an annex. Please include details below of any specific exclusions that will be made.		
Adverseness:	please select		
Does the requested data contain Personal Data? (provide further detail in the adjacent			



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<p>box)</p> <p><input type="checkbox"/> Identifying Personal Data <i>(from the data itself or in combination with other data that is or likely to become held by the Service)</i></p> <p><input type="checkbox"/> Information about Activities <i>(e.g. travel)</i></p> <p><input type="checkbox"/> Sensitive Personal Data <i>(financial, medical, racial or ethnic origin, religious, journalistic, political, legal, sexual, criminal activity)</i></p> <p><input type="checkbox"/> Other</p>				
Size of dataset:	Please select please be more specific if possible			
Proposed Update Frequency:				
Proposed Retention Period:	Please state the proposed retention period for the data held by the other agency:			
Access Restrictions:	Please state the arrangements that have been agreed to ensure the material is handled securely and what access control will be applied:			
Agreed Handling Caveats:	Please state the caveats that have been agreed relating to the handling of this material.			
Agreed Protective Marking:	<table border="1"> <tr> <td data-bbox="512 1496 807 1550">Please select</td> <td data-bbox="807 1496 1059 1550">(no STRAP)</td> <td data-bbox="1059 1496 1455 1550">(no national caveat)</td> </tr> </table>	Please select	(no STRAP)	(no national caveat)
Please select	(no STRAP)	(no national caveat)		

**Section 2: Business Justification & Privacy Assessment** *(to be completed by Data Sponsor)*

<p>Statement of Necessity and Proportionality:</p> <p>Please tick the relevant grounds on which this sharing is founded:</p> <p><input type="checkbox"/> for the protection of national security</p> <p><input type="checkbox"/> for the purpose of safeguarding the economic well-being of the United Kingdom</p> <p><input type="checkbox"/> for the prevention or detection of serious crime (where the warrant is for the protection of national security)</p>
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for the purposes of criminal proceedings

Please now explain why the sharing of this data is necessary and proportionate covering the following points:

- How will the data be used and how the purpose of the sharing falls within the Service's statutory functions?
- What results or benefit do you expect it to provide?
- Are there alternative means of achieving the same results?

Assessment of Privacy:

Assessment of Actual Intrusion and measures taken to minimise this:

*(Actual intrusion in this case is taken to mean the intrusion or interference with privacy caused by the accessing of personal data as a result of any analysis.)*

Classification of Actual Intrusion:

Please select

Assessment of Collateral Intrusion and measures taken to minimise this:

*(Collateral intrusion in this case is taken to mean the intrusion or interference with privacy caused by holding the dataset in another agencies analytical systems, prior to any action taken against it.)*

Assessment of Collateral Intrusion:

Please select

Referred to *Ethics*:

Please select

**Business Case Sign Off** *(to be completed by Data Sponsor)*

Name/ *Staff Role*:

Date:

*Please initial electronically once completed*

**Business Case Approval** *(to be completed by Data Sponsor *Senior MI5 Official*)*

I am satisfied:

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

Name/ *Staff Role*:

Date:

*Please initial electronically once completed*



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[REDACTION]	[REDACTION]
[REDACTION]	
[REDACTION]	[REDACTION]

**Section 4: Technical Feasibility** *(to be completed by the relevant technical team)*

<b><u>Technical provider</u></b> Comment:	
<b>Technical Feasibility Sign Off</b> <i>(to be completed by <u>the relevant technical team</u>)</i>	
Name/ <b><u>Staff Role</u></b> :	
Date:	
<i>Please initial electronically once completed</i>	

**Section 5: Legal Sign-off** *(to be completed by a Legal Adviser if required)*

<b><u>Legal Adviser</u></b> Comment:	
<b>Legality of Acquisition Sign Off</b> <i>(to be completed by a <u>Legal Adviser</u>)</i>	
Name/ <b><u>Staff Role</u></b> :	
Date:	

[REDACTION]



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*Please initial electronically once completed*

**Section 6: Information Assurance** *(to be completed by the relevant team if required)*

**The relevant team** Comment:

Please comment on the necessity and proportionality of the sharing and the intrusion involved.

Does disclosing 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

**Information Assurance Sign Off** *(to be completed by the relevant team)*

Name/ **Staff Role**:

Date:

*Please initial electronically once completed*

**Section 7: Final Approval** *(to be initialled electronically by SIRO or designated person)*

I am satisfied:

- that the sharing of this dataset is necessary;
- that the sharing of this dataset is proportionate to what is sought to be achieved (taking account of the degree of intrusion);
- that satisfactory arrangements exist for ensuring proper management and protection of the data.

I authorise the sharing of this dataset. It should be reviewed and renewed on

I consider the sharing of the information referred to above is necessary for the reasons(s) set out. I am satisfied that the recipient will handle the material securely, protect its source and not disseminate further without prior reference to the Service. I am satisfied that the appropriate arrangements are in place for its return or destruction once it is no longer required or at the request of the Service.

Sharing is authorised ONLY on further conditions and/or with further caveats (see comments below)

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Sharing is not authorised

**Final Approval Sign Off** *(to be completed by SIRO or designated person)*

Name/ *Staff Role*:

Date:

*Please initial electronically once completed*



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## Instructions for Completing this Form

When completed this form should be sent to *the relevant team*.

### Introduction

### Instructions for completing this form:

The following process is intended to ensure the correct authorisations are in place prior to sharing of the data.

1. The Data Sponsor completes *Section 1, 2 and 3* and electronically initials the form.
2. The Data Sponsor's *senior MI5 official* approves *Section 2* and electronically initials the form.
3. If the sharing is to be authorised by the Data Sponsor's AD the form should be submitted to them and once signed sent to *the relevant teams*.
4. If further approval is required the Data Sponsor emails the *relevant form* to *the relevant teams* who log the requirement and distribute to *advisers and the relevant team*.
5. *The relevant teams* complete *Section 4* and electronically initial the form.
6. *Legal Advisers* complete *Section 5* and gives approval to proceed by electronically initialling the form.
7. *The relevant team* complete *Section 6* and electronically initial the form.
8. DSIRO provides final approval for the acquisition to proceed and electronically authorises the form.
9. *The relevant team* sign the form in *the system* on completion of the bulk data acquisition.
10. Completed *the relevant form* then stored by *the relevant team* in a cabinet shared with Data Sponsors and *the relevant team* for future reference.

**Note:** Updates and changes that may affect the proportionality and necessity of the business case should be captured in new version of the form by using the following naming convention

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