



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

**FORM FOR RETENTION**

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

Dataset Codename:		<b><u>Form for Acquisition Reference:</u></b>	
<b>Data Sponsor:</b> <i>(Staff role)</i>		Date of Review:	
Dataset Accessed From:	[REDACTION] <input type="checkbox"/> Other (please state):		
Description of Data:		Date of Acquisition:	
		Update Frequency:	
		Date of Last update:	
Size of Dataset: <i>(please provide more accurate details of people represented in the data if available)</i>	please select		
Supplier Organisation:			
Classification:	Please select	(no STRAP)	(no national caveat)

**Section 2: Retention and Sharing Case** *(to be completed by Data Sponsor)*

Assessment of Value and Frequency of Use: <i>(Please comment on both the datasets value and the frequency of use since the last review)</i>	Value: please select Frequency: please select
Retention Period: <i>(The default period for bulk personal data is [REDACTION] from acquisition)</i>	Date at which review of data age should take place:  For datasets beyond the age review date, what rolling deletion pattern has been applied: (where none or over [REDACTION], include brief justification)
Statement of Necessity for retaining the dataset:	

[REDACTION]



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Examples of Use: <i>(during the review period)</i>	
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**Section 3: Extent of Potential Intrusiveness** *(to be completed by Data Sponsor in consultation with the relevant team)*

Does the dataset contain personal data? <i>(provide further detail in the adjacent box)</i>	please select
<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>	
<input type="checkbox"/> Information about Personal Activities <i>(e.g. travel)</i>	
<input type="checkbox"/> Sensitive Personal Data <i>(biometric, financial, medical, racial or ethnic origin, religious, journalistic, political, legal, sexual, criminal activity)</i>	
<input type="checkbox"/> Other	

Data on UK Nationals:	
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Data on Minors: <i>(defined as anyone under 16)</i>	
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Assessment of Privacy:	
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Assessment of Actual Intrusion and measures taken to minimise this:  <i>(Actual intrusion in this case is taken to mean the intrusion or interference with privacy caused by accessing personal data as a result of analysis.)</i>	
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Classification of Actual Intrusion:	please select
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Assessment of Collateral Intrusion and measures taken to minimise this:  <i>(Collateral intrusion in this case is taken to mean 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>	
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Classification of Collateral Intrusion:	please select
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**Data sponsor signature** *(to be completed by Data Sponsor)*

Name/ <u>Staff role</u> :		Date:	
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**Data sponsor Senior M15 official endorsement** *(to be completed and electronically signed by Data Sponsor Senior M15 official)*

Proposal:	please select
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Comments:			
Name/ <u>Staff role</u> :		Date:	

**Section 4: Legal adviser comment (if required)**

Comment:			
Name/ <u>Staff role</u> :		Date:	

**Section 5: Information Assurance to be completed by the relevant team**

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

**The relevant team endorsement (to be completed and electronically signed by the relevant team)**

Proposal:	please select		
Comments:			
Name/ <u>Staff role</u> :		Date:	

**Section 6: Referral to Dataset Review Panel to be completed by the relevant team**

Referred to Dataset Review meeting:	please select <i>If no: please proceed to section 7</i>
Additional Information:	
Outcome of Dataset review:	please select

**Section 7: Authorisation (for completion by DSIRO or designated person following the Review meeting)**

**I authorise the retention of this dataset.**

I am satisfied that:

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



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protection of the data.

**This dataset should be reviewed and renewed in please select .**

**I authorise the deletion of this dataset.**

I am satisfied that:

- it is no longer necessary or proportionate to retain this dataset
- user access should be removed as soon as possible following the date of the signature below

**DSIRO or designated person** *(for completion by DSIRO or designated person following the review meeting)*

Name/Staff role:

Date: