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

FORM FOR RETENTION

SUMMARY

Dataset:		_Form for Acquisition_ Reference:	
Acquisition History:	Acquired on and updated .		
Date of Review:			
Description:			
Business Area:	please select		
Necessity for Retaining the Data:			
Assessment of Expectation of Privacy:			
Classification of Actual Intrusion:	please select		
Classification of Collateral Intrusion:	please select		
Overall Classification of Corporate Risk:	please select		

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DETAIL

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

Data Sponsor: *(Staff role, Name)*		Update Frequency:	
Dataset Accessed From:	[REDACTION] ☐ Other (please state):	Date of Last update:	
Supplier Organisation: *(please provide details of covert authority to acquire the data where appropriate, e.g. intercept, CHIS, CNE including warrant numbers)*		Size of Dataset: *(please provide more accurate details of people represented in the data if available)*	please select
Classification:	Please select	(no STRAP)	(no national caveat)

Is the dataset (or a subset) shared with other organisations? *(Sharing includes provision of access to the data on an MI5 system. Use an Annex if required)*	Recipient	**_Form for sharing_** Reference:	Full Dataset/ Subset	Frequency

Section 2: Extent of Potential Intrusiveness *(to be completed by Data Sponsor in consultation with the relevant team)*

Provide details of the personal data contained within the dataset: *(Retention of sensitive personal data must be justified.)*	☐ Identifying Personal Data ☐ Information about Personal Activities Sensitive Personal Data (as in the DPA(1998)): ☐ Racial or ethnic origin ☐ Political opinions ☐ Religious belief or other beliefs ☐ Membership of a trade union ☐ Physical or mental health ☐ Sexual life ☐ Criminality or criminal proceedings Sensitive Personal Data (for internal handling purposes): ☐ About journalists ☐ Related to a Member of Parliament ☐ Employment within the SIA ☐ Financial ☐ Operationally sensitive to the SIA ☐ Biometric data ☐ subject to legal professional privilege

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Data on UK Nationals:		Data on Minors: *(defined as anyone under 16)*	
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 accessing personal data as a result of analysis.*		
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 our analytical systems, prior to any action taken by an analyst or investigator.*		

Section 3a: Retention Case *(to be completed by Data Sponsor)*

Assessment of Value and Frequency of Use: *(comment on the value and the frequency of use since the last review)*	Value: please select Frequency: please select
Retention Period:	Date at which review of data age should take place: Beyond the age review date ([REDACTION]), what rolling deletion pattern has been applied: (where none or more than [REDACTION], include justification)
Examples of Use: *(during the review period)*	

Section 3b: Sharing Case *(to be completed by Data Sponsor if required)*

Statement of Necessity for continuation of the sharing: *(Include the value and frequency of use)*	
Examples of benefit derived from sharing:	

Data sponsor signature *(to be completed by Data Sponsor)*

Name/ *Staff role*:		Date:	

Data sponsor *senior MI5 official* endorsement *(to be completed and electronically signed by Data Sponsor **senior MI5 official**)*

Proposal:	please select
Comments:	

Name/ *Staff role*:		Date:	

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

Comment:	
Name/ *Staff role*:		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?	

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

Proposal:	please select
Comments:	
Name/ *Staff role*:		Date:	

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

Referred to Dataset Review meeting:	please select *If no: please proceed to section 7*
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 protection of the data.

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	This dataset should be reviewed and renewed in please select .
☐	I authorise the ongoing sharing of this dataset with
☐	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:	

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