



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

**FORM FOR RETENTION**

**SUMMARY**

|   |                                     |   |  |
|---|-------------------------------------|---|--|
| Dataset:                                  |                                     | <b><u>Form for Acquisition Reference:</u></b> |  |
| 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:<br><i>(Staff role, Name)</i>   |  | Update Frequency:  |                      |
| Dataset Accessed From:   | [REDACTION]                                    | Date of Last update:   |                      |
|  | <input type="checkbox"/> Other (please state): |  |                      |
| Supplier Organisation:<br><i>(please provide details of covert authority to acquire the data where appropriate, e.g. intercept, CHIS, CNE including warrant numbers)</i> |  | Size of Dataset:<br><i>(please provide more accurate details of people represented in the data if available)</i> | please select        |
| Classification:  | Please select                                  | (no STRAP)   | (no national caveat) |
| Is the dataset (or a subset) shared with other organisations?<br><i>(Sharing includes provision of access to the data on an MI5 system. Use an Annex if required)</i>    | Recipient                                      | <u><i>Form for sharing</i></u><br>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:<br><i>(Retention of sensitive personal data must be justified.)</i> | <input type="checkbox"/> Identifying Personal Data<br><input type="checkbox"/> Information about Personal Activities<br>Sensitive Personal Data (as in the DPA(1998)):<br><input type="checkbox"/> Racial or ethnic origin <input type="checkbox"/> Political opinions<br><input type="checkbox"/> Religious belief or other beliefs <input type="checkbox"/> Membership of a trade union<br><input type="checkbox"/> Physical or mental health <input type="checkbox"/> Sexual life<br><input type="checkbox"/> Criminality or criminal proceedings<br><br>Sensitive Personal Data (for internal handling purposes):<br><input type="checkbox"/> About journalists <input type="checkbox"/> Related to a Member of Parliament<br><input type="checkbox"/> Employment within the SIA <input type="checkbox"/> Financial<br><input type="checkbox"/> Operationally sensitive to the SIA <input type="checkbox"/> Biometric data<br><input type="checkbox"/> subject to legal professional privilege |
|--|--|



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|   |  |  |  |
|---|--|--|--|
| Data on UK Nationals:   |  | Data on Minors:<br><i>(defined as anyone under 16)</i> |  |
| 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>  |  |  |
| 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> |  |  |

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

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

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

|  |  |
|--|--|
| Statement of Necessity for continuation of the sharing:<br><i>(Include the value and frequency of use)</i> |  |
| Examples of benefit derived from sharing:  |  |

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

|                           |  |       |  |
|---------------------------|--|-------|--|
| Name/ <u>Staff role</u> : |  | Date: |  |
|---------------------------|--|-------|--|

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

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



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**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?

[REDACTION]

**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 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: