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

FORM FOR RETENTION
SUMMARY

Dataset:		***Form for Acquisition*** **reference:**	
Authorisation Date:			
Acquisition History:	Acquired on and updated .		
First Ingestion date:			
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		

SECURITY SERVICE MI5

[REDACTION]

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

DETAIL

Section 1: Data Description *(to be completed by Senior MI5 Official)*				
Senior MI5 Official: *(Staff Role, Name)*			Update Frequency:	
Dataset Accessed From:	☐ [REDACTION] ☐ [REDACTION] ☐ [REDACTION] ☐ [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

[redacted]

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

		(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 Senior MI5 Official)*	
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] years), what rolling deletion pattern has been applied: (where none or more than [REDACTION] years, include justification)
Examples of Use: *(during the review period)*	
Section 3b: Sharing Case *(to be completed by Senior MI5 Official if required)*	
Statement of Necessity for continuation of the	

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

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.

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

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 *(to be completed by DSIRO or designated person following the review meeting)*

Name/*Staff role:*		Date:	