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[REDACTED]

AUTHORISATION FOR ACQUISITION OF BULK PERSONAL DATA (Section A)

REVIEW OF RETENTION OF BULK PERSONAL DATA (Section B)

(Delete as appropriate)

Guidance for completion of form.

BPDAR Number: BPDAR number must be included for any renewal

Date of Application: 

Date of Cancellation: To be completed by relevant team when advised

[REDACTED] Reference: [REDACTED] reference must be included

Data Sponsor:
(Name and short title)
(relevant senior official)

Data Owner:
(Name and short title)

Section A: Details of Data (normally to be completed by Data Owner)

Dataset name/covename

Data description

Data source

Date of Acquisition

Agreement/authorisation to supply the data

Method of supply

1 of 8

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<table>
<thead>
<tr>
<th>Frequency of supply</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of data</td>
<td></td>
</tr>
<tr>
<td>Handling restrictions</td>
<td></td>
</tr>
</tbody>
</table>

**Intelligence case** *(for Renewals leave original intelligence case, go to Section B and add updates)*

<table>
<thead>
<tr>
<th>Data storage (database names if applicable)</th>
<th>Proposed retention period (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Access controls**

**Data sharing**

**Protective marking** COI/ECI (if applicable)

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**Section A: Extent of potential intrusiveness** *(normally to be completed by Data Owner; assessment of intrusiveness and sensitivity to be completed by relevant team in consultation with the Data Owner)*

<table>
<thead>
<tr>
<th>Fields contained in the data</th>
<th>Y/N</th>
<th>Is field removed before storage or exposure to analysts? Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone number(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation/occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banking/credit cards/other financial information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Religious information</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the dataset contain a high proportion of data on people of no probable intelligence interest?</td>
<td></td>
</tr>
<tr>
<td>Does it contain a significant proportion of data about UK nationals?</td>
<td></td>
</tr>
<tr>
<td>Does it contain a significant proportion of data about foreign partner nationals?</td>
<td></td>
</tr>
<tr>
<td>Does it contain information about minors?</td>
<td></td>
</tr>
<tr>
<td>Assessment of intrusiveness and sensitivity (relevant team to complete after consultation with Data Owner)</td>
<td></td>
</tr>
</tbody>
</table>

**Section A: Authorisation**

I am satisfied that the acquisition of this dataset is necessary and proportionate in relation to one or more of GCHQ’s authorised purposes and that it will be handled appropriately.

I authorise the acquisition and retention of this dataset. The retention should be reviewed in [ ] months from now.

Comments:

Signature of Authorising Officer:

Name:

Position:

Date:
FIRST REVIEW OF RETENTION OF BULK PERSONAL DATA

Section B: Renewal case (or cancellation) (to be completed by Data Sponsor)

Intelligence case (or reason for cancellation)

Section B: Review Panel comments or requests for additional information

<table>
<thead>
<tr>
<th>Name</th>
<th>Comment/question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Section B: Outcome of first review

Completed: insert date  Next review: insert date

Retain/delete, and reason

Adjust current retention period (if applicable add justification for change)

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Section B: Authorisation for retention

I am satisfied that the use of this dataset continues to be necessary and proportionate.

I authorise the continued acquisition [delete if appropriate] and retention of this dataset.

The retention should be reviewed in [ ] months from now.

Comments:

Signature of authorising officer:
Name:
Position:
Date:

or

I do not authorise the continued retention of this dataset and require its deletion.

Comments:

Signature of authorising officer:
Name:
Position:
Date:

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Section C: Outcome of second review

Completed: insert date

Next review: insert date

Retain/delete, and reason

Adjust current retention period (if applicable add justification for change)

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Section C: Authorisation for retention

I am satisfied that the use of this dataset continues to be necessary and proportionate.

I authorise the continued acquisition [delete if appropriate] and retention of this dataset.

The retention should be reviewed in ___ months from now.

Comments:

Signature of authorising officer:

Name:

Position:

Date:

or

I do not authorise the continued retention of this dataset and require its deletion.

Comments:

Signature of authorising officer:

Name:

Position:

Date:

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