

[REDACTION]

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

**FORM FOR RETENTION**

Review Date:

**Section 1: Data Description** to be completed by the relevant team

<b>Dataset Name:</b>		<b><u>Form for Acquisition</u></b> reference:	
Description:		Date of Acquisition:	
		Update Frequency:	
		Date of last update:	
Data Provider:		Size of Dataset:	please select
Protective Marking:	please select	(no STRAP)	(no national caveat)
Adverseness:	please select		

**Section 2: Interference with Privacy** to be completed by Senior Mi5 Official in consultation with the relevant team

Does the dataset contain Personal Data? <input type="checkbox"/> Identifying Personal Data <input type="checkbox"/> Information about Activities <input type="checkbox"/> Sensitive Personal Data <i>(financial, medical, religious, journalistic, political, legal)</i> <input type="checkbox"/> Other	
Assessment of Expectation of Privacy?	
Assessment of Intrusion from data exploitation and measures taken to minimise this <i>(Intrusion in this case is taken to mean the intrusion caused by accessing personal data as a result of analysis.)</i>	
Classification of Actual Intrusion	please select
Assessment of Collateral Intrusion and measures taken to minimise this <i>(Collateral intrusion in this case is taken to mean the intrusion caused by holding the dataset in our analytical systems, prior to any action taken by an</i>	

[REDACTION]

[REDACTION]

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

<i>analyst or investigator.)</i>	
Classification of Collateral Intrusion:	please select
<b>Section 3: Extent of Potential Corporate Risk</b> <i>to be completed by <u>Senior MI5 Official</u> or designated person</i>	
Does the dataset contain UK nationals?	
Does the dataset contain minors?	
Does holding this dataset have the potential to cause political embarrassment or reputational damage to the Service and its partners?	
Overall Classification of Risk:	please select

<b><u>Senior MI5 Official:</u></b>	
Assessment of Value (past 6 months):	please select
Statement of Necessity and Proportionality of Retaining this Dataset:	
Examples of use (past 6 months):	
Metrics:	Currently not possible to commit to definite metrics.

**Section 5: Comments and Endorsements** *each section to be completed in turn*

<b><u>Legal adviser Comment</u></b> <i>if required</i>	
Comment:	
<b><u>Staff role:</u></b>	
Date:	
Please initial electronically if completed	

[REDACTION]

[REDACTION]

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

Sponsoring Section **Senior MI5 Official** Endorsement *required in all instances*

Proposal: please select

Comments:

Staff role:

Date:

Please initial electronically once completed

Senior MI5 Official or Designated Person Endorsement *required in all instances*

Proposal: please select

Comments:

Staff role:

Date:

Please initial electronically once completed

Section 6: Referral to Dataset Review Board *for completion by **Senior MI5 Official** or designated person*

Referred to Dataset Review meeting: please select *If no: please proceed to section 7*

Referral Reason:

Additional Information Required:

Outcome of Dataset review: please select

Outcome reason:

Section 7: Authorisation *for completion by **Senior MI5 Official** or designated person*

I am satisfied:

- 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);

[REDACTION]

[REDACTION]

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

- that satisfactory arrangements exist for ensuring proper management and protection of the data.

I authorise the use of this dataset. It should be reviewed and renewed on

Signature of authorising officer

Date

[REDACTION]