

[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

Dataset Name:		<u>Form for Acquisition</u> 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>	

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<i>analyst or investigator.)</i>	
Classification of Collateral Intrusion:	please select
Section 3: Extent of Potential Corporate Risk <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

<u>Senior MI5 Official:</u>	
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*

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

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Sponsoring Section <u>Senior MI5 Official</u> Endorsement <i>required in all instances</i>	
Proposal:	please select
Comments:	
<u>Staff role:</u>	
Date:	
Please initial electronically once completed	

<u>Senior MI5 Official</u> or Designated Person Endorsement <i>required in all instances</i>	
Proposal:	please select
Comments:	
<u>Staff role:</u>	
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 <i>If no: please proceed to section 7</i>
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:
<ul style="list-style-type: none">- 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);

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- 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

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