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

FORM FOR RETENTION

Section 1: Data Description *to be completed by Data Sponsor*

Dataset Codename:		***Form for Acquisition*** Reference:	
Data Sponsor: *(Staff role)*		**Date of Review:**	
Dataset Accessed From:	[REDACTION]	☐ Other (please state):	
Description of Data:		Date of Acquisition:	
		Update Frequency:	
		Date of Last update:	
Supplier Organisation:		Size of Dataset:	please select
Protective Marking:	Please select	(no STRAP)	(no national caveat)
Adverseness:	please select		

Section 2: Retention and Sharing Case *to be completed by Data Sponsor*

Assessment of Value and Frequency of Use: *(Please comment on both the datasets value and the frequency of use during the past 6 months)*	Value: please select Frequency: please select
Retention Period: *(The default period for bulk personal data is* [REDACTION] *from acquisition)*	Date at which review of data age should take place: For datasets beyond the age review date, what rolling deletion pattern has been applied: (where none or over [REDACTION], include brief justification)

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Statement of Necessity for retaining the dataset:	
Examples of Use: *(during the past 6 months)*	

Section 3: Extent of Potential Intrusiveness *to be completed by Data Sponsor in consultation with **the relevant team.***

Does the dataset contain personal data? *(provide further detail in the adjacent box)* ☐ Identifying Personal Data *(from the data itself or in combination with other data that is or likely to become held by the Service)* ☐ Information about Personal Activities *(e.g. travel)* ☐ Sensitive Personal Data *(biometric, financial, medical, racial or ethnic origin, religious, journalistic, political, legal, sexual, criminal activity)* ☐ Other	please select
Data on UK Nationals:	
Data on Minors: *(defined as anyone under 16)*	
Assessment of Privacy:	
Assessment of Actual Intrusion and measures taken to minimise this: *(Actual intrusion in this case is taken to mean the intrusion in this case is taken to mean the intrusion or interference with privacy caused by accessing personal data as a result of analysis.)*	
Classification of Actual Intrusion:	please select
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.)*	
Classification of Collateral Intrusion:	please select
Data sponsor signature *to be completed by Data Sponsor*	
Name/*Staff role:*	

[REDACTION]

FORM FOR RETENTION v5

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Date:	
Please initial electronically once completed	
Data sponsor _Senior MI5 official_ endorsement _required in all instances_	
Proposal:	please select
Comments:	
Name/_Staff role_:	
Date:	
Please initial electronically once completed	

Section 4: _Legal adviser_ comment _(if required)_

Comment:	
Name/_Staff role_:	
Date:	
Please initial electronically if completed	

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?	
Overall Classification of Corporate Risk:	please select
The relevant team endorsement _required in all instances_	
Proposal:	please select
Comments:	
Name/_Staff role_:	
Date:	
Please initial electronically once completed	

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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*
Referral Reason:	please select
Additional Information Required:	
Outcome of Dataset review:	please select
Outcome reason:	

Section 7: Authorisation *for completion by senior MI5 official 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.

This dataset should be reviewed and renewed in please select .

☐   **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

Senior MI5 official or designated person authorisation

Name/**_Staff role_**:	
Date:	

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Please initial electronically once completed

[REDACTION]