

[REDACTION]

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

## Form for Acquisition

Forms for acquisition ensure the correct authorisations are in place prior to acquiring bulk data, where these authorisations have not been obtained under interception warrant (RIPA) or property warrant (ISA). For the purposes of the form for acquisition, bulk data is defined as "...any material that links an identifiable individual with information that, if released, would put them at significant risk of harm or distress or alternatively any source of information relating to 1000 or more individuals that is not in the public domain, even if the information about an individual is not considered likely to cause harm or distress".<sup>1</sup> Forms for acquisition may also be required for smaller and/or sensitive data sets.

### Instructions for completing this form:

1. Data sponsor completes section **1. Business Case** & initials form in the electronic system Ensure document is **shared full access**.
2. Data sponsor's management (Grade 2 or above) approves **1. Business Case** & initials form in the electronic system [REDACTION]
3. Data sponsor emails relevant form to relevant teams and a legal adviser.
4. The relevant team completes section **2. Information Assurance** & gives approval to proceed by initialling form in the electronic system[REDACTION]
5. The relevant team completes section **3. Technical Feasibility** to highlight any technical issues affecting acquisition & initials form in the electronic system [REDACTION]
6. The relevant team completes section **4. Corporate Requirements** to highlight any requirements issues affecting acquisition & initials form in the electronic system [REDACTION]
7. The relevant team completes section **5. Acquisition** & gives approval to proceed by approving form in the electronic system (select Services>Sign>Approve)
8. The relevant team signs off form on completion of acquisition in the electronic system (select Services>Sign>Sign Off) [REDACTION]
9. [REDACTION]

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<sup>1</sup> From the Cabinet Office's definition of protected personal information in 'Data Handling Procedures in Government: Final Report June 2008'

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<p><b>1. Business Case</b></p>	
<p>Data Sponsor (name &amp; <u>staff role</u>)</p>	<p><i>This section to be completed by Data Sponsor Senior MIS officials</i> Delete as applicable [REDACTION]</p>
<p>Source Database / Dataset Name</p>	<p><i>Data providers own DB /data set name</i></p>
<p>Codename</p>	<p><i>This field not in use at present</i></p>
<p>Data Supplier Organisation Name</p>	<p><i>Eg ..... Home Office</i></p>
<p>Data Supplier Contact Details</p>	
<p>Brief description of source database</p>	<p><i>1 sentence description eg xyz data set from 2008 to present inc names, DOB, tel nos.</i></p>
<p>Proposed Freq of update</p>	<p><i>Eg 1 monthly Eg 2 likely to be monthly but TBC once data assessed Eg 3 Not applicable</i></p>
<p>Proposed destination system</p>	<p>[REDACTION]</p>
<p>Proposed access restrictions</p>	<p><i>Use Information Handling Model [REDACTION] categories to specify access restrictions</i></p>
<p>Why data is necessary &amp; proportionate to obtain?</p> <ul style="list-style-type: none"> <li>• does it contain personal identifiers or is it anonymous?</li> <li>• how will it be used?</li> <li>• what results or benefits will it provide?</li> <li>• is the whole data set or a sub set being requested?</li> <li>• does it contain a high or low proportion of people we're interested in?</li> <li>• are there alternative means of achieving the same results?</li> <li>• how has intrusion been reduced?</li> <li>• what is the perceived level of</li> </ul>	

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<p>intrusion (H/M/L)? Explain. If advice from <u>Legal Advisers or Ethics</u> has already been sought regarding this acquisition, provide further detail.</p>	<p>Follow <u>relevant</u> guidance to determine if H / M / L Where data sponsor undertakes to seek legal or ethical advice on data acquisition it should be noted here.</p>
<p><b>Sign off Business Case</b></p>	<p>Data sponsor - in <u>electronic system</u> [REDACTION]</p>
<p><b>Sign off Business Case</b></p>	<p>Data sponsor - in <u>electronic system</u> [REDACTION]</p>
<p><b>Sign off Comment (optional)</b></p>	<p><u>Grade 2</u> or above - in <u>electronic system</u> [REDACTION]</p>
<p><b>2. Information Assurance</b></p>	
<p>Personal</p>	<p><u>This section to be completed by the relevant team</u> Eg &gt;1000, Eg Sensitive data</p>
<p>Privacy</p>	<p>Eg info on minors or other group removed Eg comment on <u>Information Handling</u></p>
<p>Ethical</p>	
<p>Access restrictions</p>	<p>Comment on data sponsor proposal</p>
<p>Review Period</p>	<p>[REDACTION]</p>
<p>Referral to <u>Ethics</u></p>	<p>Y/N</p>
<p>Referral to <u>Legal Advisers</u></p>	<p>Y/N</p>
<p><b>Sign off Information Assurance</b></p>	<p>Sign off by <u>Grade 2</u> or above - in <u>electronic system</u> [REDACTION]</p>
<p><b>3. Technical Feasibility</b></p>	
<p>Comment</p>	<p><u>This section to be completed by the relevant team</u> [REDACTION]</p>

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Technical Feasibility Sign off	<b>Grade 2 or above - in electronic system</b> [REDACTION]
<b>4. Corporate Requirements</b>	<b><i>This section to be completed by the relevant team</i></b>
Comment	<i>Eg Other potential users for proportionality and necessity case Eg on proposed destination system</i>
<i>Information Handling</i> Category to be used	<i>relevant team - in electronic system</i> [REDACTION]
<b>Corporate Requirements Sign Off</b>	<b><i>This section to be completed by the relevant team</i></b>
<b>5. Acquisition</b>	
Provider approval	
<ul style="list-style-type: none"> <li>Contact authorising release</li> <li>Date of approval</li> <li>Approval method</li> </ul>	<i>Verbal / written / email</i>
Data schema provided	
No of records / tables / fields	
Size of data set	<i>In bytes</i>
Change / Delta statistics	<i>Indicators of changes in the data eg no of new records / deleted records / updated records per annum</i>
Start / end date of data coverage	
Source system details	[REDACTION]
Proposed format for provision	[REDACTION]
Proposed method of transfer	
Proposed encryption method	
Handling caveat agreed with provider	<i>Include text specified by provider or standard handling caveats apply if none specified</i>
Protective marking used by provider	
Protective marking to be used by BSS	

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(authorised by <u>relevant team</u> )	
Comment	<i>Eg sensitivities around data provision</i> <i>Eg details of sample data provision</i>
Acquisition Sign Off	<u>Relevant team</u> - in <u>electronic system</u> [REDACTION]

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