**Disclosure Request Report**

**Provision of Sub-Deduct Meter Point Information to the Registered User of the Prime Meter Point**

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| **Prepared by:** | David Addison |
| **Submitted for:** | DRR-OCT-01-22 |
| **Decision details:** | CoMC is requested to approve this request to amend the Data Permission Matrix Conditionality Document to allow Provision of Sub-Deduct Meter Point Information to the Registered User of the Prime Meter Point |
| **Date:** | 27th September 2022 |

1. **Introduction and background**

All Meter Readings of the Supply Meter Points within the Prime and Sub-Deduct configuration must be obtained in accordance with UNC G 2.4.4 (b) (iii) (i.e. within a 5 Working Day window) in order for Reconciliation of a Prime Meter Point to be initiated. This requires co-ordination to ensure that Meter Readings are obtained for all of the Supply Meter Points within this coterminous period.

The Supply Meter Points within the Prime and Sub Deduct Configurations can all have different Registered Users. In order to facilitate this co-ordination it is proposed to provide information to the Registered User of the Prime Meter Point related to the Sub Deduct Meter Points on request – so if Reconciliation is not taking place then the Registered User of the Prime Meter Point can co-ordinate with other the Shippers to obtain the Meter Readings for the Prime and Sub Configuration.

This change to the Data Permissions Matrix Conditionality Document proposes to add clarity to the Data Permissions Matrix that data related to the Sub Deduct Meter Point can be shared with the Registered User of the Prime Supply Meter Point. It is proposed that this data is considered Portfolio data.

The Data Permissions Matrix itself does not define individual portfolio data items that a DSC Core Customer can access. This change therefore seeks to clarify that Portfolio data for Prime Supply Meter Points will include defined information related to the Sub Deduct Supply Meter Point.

1. **Data items**

Provision of Sub Deduct Supply Meter Point data will enable the Registered User of the Prime Supply Meter to contact the relevant Registered User(s) to try to co-ordinate Meter Readings for all Supply Meter Points within the Prime and Sub Deduct Configuration.

The following information is proposed to be provided related to the Sub Deduct Supply Meter Point:

* Supply Meter Point Reference Number
* Registered User
* Registered Supplier
* Meter Serial Number of the Meter Asset
* Meter Asset Status of the Meter Asset
* Converter Serial Number of the Converter Asset
* Meter Read Frequency
* Supply Meter Point Class

Supply Meter Points within the Prime and Sub Deduct Configuration may be a mix of Non Daily and Daily Metered Gas Nomination Types. As such where the Registered User of a Prime Supply Meter Point requests details related to the Sub Deduct Meter Point the above information shall be provided.

It is proposed that the reporting will be provided to Shippers as a DSC Additional Service.

1. **Privacy Impact Assessment**

Where the disclosure of information includes the processing of personal data a Privacy Impact Assessment may be required.

Xoserve has considered the various tests that may be applied and considers that none of these are met and so a Privacy Impact Assessment is not required.

The tests (and answers) applied in determining whether a Privacy Impact Assessment was required were:

a) Will the project involve the collection of new information about individuals?

**No, this is existing data which is already available in Xoserve systems.**

b) Will the project compel individuals to provide information about them?

**No, the data is already used part of existing processes.**

c) Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?

**No, this data does not include information about an individual that the Registered User cannot already access.**

d) Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

**No.**

e) Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

**No.**

f) Will the project result in you making decisions or acting against individuals in ways that can have a significant impact on them?

**No.**

g) Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.

**No.**

h) Will the project require you to contact individuals in ways that they may find intrusive?

**No, there is no requirement to contact individuals.**

i) Will the disclosure of information utilise new technology for Xoserve?

**No. It is expected that this data will be SFTPed to RECCo.**

j) Will the disclosure include information that identifies a vulnerable customer?

**No.**

k) Will the disclosure release mass data to a party?

**No.**

l) Will the disclosure include information that identifies an occurrence of theft of gas?

**No.**

m) Will the disclosure require a fundamental change to Xoserve Business?

**No.**

1. **Commercial model**

It is proposed that the reporting will be provided to Shippers as a DSC Additional Service.

1. **Method of access to the dataset**

Access to the dataset will be provided by sending reports to Shippers.

1. **CoMC determinations**

CoMC is requested to approve this Disclosure Request Report.