**Disclosure Request Report**

**DSC CoMC Consent for Disclosure of Information**

**Principle that the Major Energy User (MEU) Portfolio data (as defined in the Data Portfolio Matrix MEU view) disclosure rule applies to other delivery mechanism e.g. reports.**

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| --- | --- |
| Prepared by | Andy Miller |
| Submitted for | Decision. |
| Decision details | The CoMC is requested to determine whether the general disclosure permission associated with MEU portfolio data can be extended to other delivery mechanisms for supply meter points within the MEU portfolio. |
| Reference | DRR 4 |
| Date | 14 November 2018 |

1. **Introduction and background**

UNC modification 0649S Update to UNC to formalise the Data Enquiry Service Permissions Matrix, and iGT UNC modification 115 Update to IGT UNC to formalise the Data Permissions Matrix, established the Data Permissions Matrix (DPM) and delegated authority for disclosure of data to parties on the DMP to the DSC Contract Management Committee (CoMC).

The MEU is linked to a supply meter point with effective from and to dates. The MEU is provided with the confirmation reference number from the Shipper. It is from this that the MEU portfolio is created. Where there is a change of Shipper event (or re-confirmation by the existing Shipper) the MEU portfolio is cleared as the confirmation reference number used to create the portfolio is no longer live. The MEU is required to obtain the confirmation reference number from the new Shipper to create their new portfolio. The same applies in the event of a change of Supplier id within the same Shippers confirmation period.

The DPM sets out the data items available to MEUs in their portfolio view.

1. **Proposal**

The CoMC is requested to approve the principle that if data is available to a MEU in their DES portfolio view that it can be delivered by other mechanisms e.g. portfolio report.

1. **Data items**

The data items in MEU DES portfolio view are shown in Appendix A.

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:

1. Will the project involve the collection of new information about individuals?

No

1. Will the project compel individuals to provide information about themselves?

No

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

No, Suppliers already have access to a number of supply point information services.

1. 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

1. 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

1. Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?

No

1. 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

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

No

1. Will the disclosure of information utilise new technology for Xoserve?

No.

1. Will the disclosure include information that identifies a vulnerable customer?

No

1. Will the disclosure release mass data to a party?

No

1. Will the disclosure include information that identifies an occurrence of theft of gas.

No

1. Will the disclosure require a fundamental change to Xoserve business

No

1. **Commercial model**

MEUs take the DES service under a commercial contract with Xoserve which is largely based upon the DSC. This same contract would be used for other data provision mechanisms.

1. **Method of delivery of portfolio reporting services**

This will be agreed with the relevant MEU, but could include; email reports, USB delivery, shared area delivery.

Prior to the provision of data an additional control heck is performed to check the Shipper authorises the release of data. The MEU will provide the relevant supply meter point reference numbers to Xoserve. Xoserve will provide this to the relevant Shipper and request permission for the disclosure. This control step has been added in as the Shipper may have withdrawn the access to the data and therefore the request would be rejected.

1. **CoMC determinations**

The CoMC is requested to approve the principle that if data is available to a MEU in their DES portfolio view that it can be delivered by other mechanisms e.g. portfolio report.

**Appendix A. MAM DES portfolio view data items**

|  |  |  |
| --- | --- | --- |
| **DATA TYPE** | **DATA ITEM** | **MEU PORTFOLIO** |
| Supply Meter Point Information | Meter Point Reference Number | Yes |
| Supply Meter Point Information | LSP | Yes |
| Supply Meter Point Information | Address | Yes |
| Supply Meter Point Information | Postcode | Yes |
| Supply Meter Point Information | Network Name | Yes |
| Supply Meter Point Information | Network Short Code | Yes |
| Supply Meter Point Information | SMP Status | Yes |
| Supply Meter Point Information | Current Shipper | Yes |
| Supply Meter Point Information | Current Shipper Short Code | Yes |
| Supply Meter Point Information | Current Supplier | Yes |
| Supply Meter Point Information | Current Supplier Short Code | Yes |
| Supply Meter Point Information | Incoming Supplier | Yes |
| Supply Meter Point Information | Incoming Supplier Short Code | Yes |
| Supply Meter Point Information | Previous Supplier Short Code | Yes |
| Supply Meter Point Information | Previous Supplier | Yes |
| Supply Meter Point Information | Logical Meter Number | Yes |
| Supply Meter Point Information | Confirmation Reference Number | Yes |
| Supply Meter Point Information | Confirmation Effective Date | Yes |
| Supply Meter Point Information | Market Sector Code | Yes |
| Supply Meter Point Information | Meter Link Code | Yes |
| Supply Meter Point Information | Supply Meter Point Class | Yes |
| Supply Meter Point Information | Interruption Contract Exists | Yes |
| Supply Meter Point Information | LDZ ID | Yes |
| Supply Meter Point Information | Exit Zone | Yes |
| Supply Meter Point Information | Network Owner EFD | Yes |
| Supply Meter Point Information | Priority Consumers Indicator | Yes |
| Supply Meter Point Information | Meter Read Batch Frequency | Yes |
| Supply Meter Point Information | Bypass Fitted | Yes |
| Supply Meter Point Information | Twin Stream Site Indicator | Yes |
| Supply Meter Point Information | UPRN | Yes |
| Supply Meter Point Information | CSEP ID | Yes |
| Supply Meter Point Information | Shared SMP Indicator | Yes |
| Supply Meter Point Quantities | Supply Meter Point AQ | Yes |
| Supply Meter Point Quantities | Formula Year SMP AQ | Yes |
| Supply Meter Point Quantities | CSEP Max AQ | Yes |
| Supply Meter Point Quantities | Original SMP AQ | Yes |
| Supply Meter Point Quantities | Current Year Minimum | Yes |
| Supply Meter Point Quantities | SMP SOQ | Yes |
| Supply Meter Point Quantities | Formula Year SMP SOQ | Yes |
| Supply Meter Point Quantities | CSEP SOQ | Yes |
| Supply Meter Point Information | MNEPOR | Yes |
| Supply Meter Point Quantities | SMP SHQ | Yes |
| Supply Meter Point Information | Related Meter Point Reference Number(s) | Yes |
| Related Meter Points | MSN | Yes |
| Emergency Contact | Title | Yes |
| Emergency Contact | Forename | Yes |
| Emergency Contact | Surname | Yes |
| Emergency Contact | Job Title | Yes |
| Emergency Contact | Contact Number | Yes |
| Emergency Contact | Type | Yes |
| Supply Meter Point History | Formula Year SMP AQ | Yes |
| Supply Meter Point History | Effective Date | Yes |
| Supply Meter Point History | SMP SHQ | Yes |
| Supply Meter Point History | Formula Year SMP SOQ | Yes |
| Supply Meter Point History | End User Category Code | Yes |
| Supply Meter Point History | EUC Effective Date | Yes |
| Interruption Results | Interruption Bid Number | Yes |
| Interruption Results | Contract Start Date | Yes |
| Interruption Results | Contract End Date | Yes |
| Interruption Results | Tranche Number | Yes |
| Interruption Results | Interruptible Capacity | Yes |
| Interruption Results | Interruptible Days | Yes |
| Interruption Results | Interruption Option Price | Yes |
| Interruption Results | Interruption Exercise Price | Yes |
| Interruption Results | Shipper Bid Reference | Yes |
| Interruption Results | Location ID | Yes |
| Meter Asset Data | Manufacturer | Yes |
| Meter Asset Data | Model | Yes |
| Meter Asset Data | Meter Type | Yes |
| Meter Asset Data | Year of Manufacture | Yes |
| Meter Asset Data | Installation Date | Yes |
| Meter Asset Data | Device Status | Yes |
| Meter Asset Data | Number of Dials | Yes |
| Meter Asset Data | Units | Yes |
| Meter Asset Data | Imperial Indicator | Yes |
| Meter Asset Data | Meter Mechanism | Yes |
| Meter Asset Data | Meter Capacity | Yes |
| Meter Asset Data | Location | Yes |
| Meter Asset Data | Correction Factor | Yes |
| Meter Asset Data | Gas Act Owner | Yes |
| Meter Asset Data | MAM Short Code | Yes |
| Meter Asset Data | MAM EFD | Yes |
| Meter Asset Data | SMSO ID | Yes |
| Meter Asset Data | SMS Operating Entity EFD | Yes |
| Meter Asset Data | Installing Supplier | Yes |
| Meter Asset Data | Installing Supplier Short Code | Yes |
| Meter Asset Data | First SMETS Installation Date | Yes |
| Meter Asset Data | IHD Install Status | Yes |
| Meter Asset History | Meter Serial Number | Yes |
| Meter Asset History | Reason Code | Yes |
| Meter Asset History | Effective Date | Yes |
| Meter Asset History | Meter Type | Yes |
| Meter Asset History | Manufacturer | Yes |
| Meter Asset History | Model | Yes |
| Meter Asset History | Year of Manufacture | Yes |
| Meter Asset History | Number of Dials | Yes |
| Meter Asset History | Meter Capacity | Yes |
| Meter Asset History | Correction Factor | Yes |
| Meter Asset History | Meter Mechanism | Yes |
| Meter Asset History | Imperial Indicator | Yes |
| Meter Asset History | Units | Yes |
| Meter Asset History | Location | Yes |
| Meter Asset History | Opening Read | Yes |
| Meter Asset History | Opening Read Uncorrected | Yes |
| Meter Asset History | Opening Read Corrected | Yes |
| Meter Asset History | Opening Read Date | Yes |
| Meter Asset History | Closing Read | Yes |
| Meter Asset History | Closing Read Uncorrected | Yes |
| Meter Asset History | Closing Read Corrected | Yes |
| Meter Asset History | Closing Read Date | Yes |
| Meter Read History | Meter Read Date | Yes |
| Meter Read History | Meter Read Type | Yes |
| Meter Read History | Meter Read | Yes |
| Meter Read History | Meter Round the Clock | Yes |
| Meter Read History | Convertor Read | Yes |
| Meter Read History | Convertor Round the Clock | Yes |
| Daily Read Equipment Data | DRE Number | Yes |
| Daily Read Equipment Data | Installation Date | Yes |
| Daily Read Equipment Data | Device Status | Yes |
| Daily Read Equipment Data | Model | Yes |
| Daily Read Equipment Data | Manufacturer | Yes |
| Daily Read Equipment Data | Telemetered Site Indicator | Yes |
| Daily Read Equipment Data | AMR Indicator | Yes |
| Daily Read Equipment Data | AMR Effective Date | Yes |
| Convertor Asset Data | Correction Factor | Yes |
| Convertor Asset Data | Effective Date | Yes |
| Convertor Asset Data | Serial Number | Yes |
| Convertor Asset Data | Dials Corrected | Yes |
| Convertor Asset Data | Manufacturer | Yes |
| Convertor Asset Data | Year of Manufacture | Yes |
| Convertor Asset Data | Model | Yes |
| Convertor Asset Data | Device Status | Yes |