**Data Services Contract**

**Contract Management Committee - Consent for Disclosure of Information**

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| **Version** | **Date** | **Comments** |
| 0.1 | September 2018 | Draft for review by CoMC |
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1. **Introduction**

UNC and iGT UNC modifications 0649S and 115 Update to UNC to formalise the Data Enquiry Service Permissions Matrix , transferred authority for approval of disclosure of information matters from the UNC and iGT UNC to the Data Services Contract (DSC) Contract Management Committee (CoMC) for services to be provided by Xoserve.

This change is to introduce faster approval processes for non-contentious disclosure of information decisions. The modification process may still be used where the CoMC does not consider it has the authority to approve a disclosure of information request.

This document outlines the process by which Xoserve will submit disclosure of information requests to the CoMC and how approval (or not) is recorded.

1. **Process**

Xoserve will assess the request for disclosure of information and prepare a [Request Report], largely following the format set out in appendix A and will submit this for approval in the next relevant CoMC meeting.

The CoMC will review the [Request Report] and determine:

1. The request is rejected and the reason for rejection provided.
2. There is insufficient information to determine a decision and specific actions are placed on Xoserve for completion of the [Request Form] and its re-submission.
3. The request is approved

Where the request is approved the decision recorded in the minutes of the meeting will serve as authorisation for Xoserve to disclose the relevant information.

Where the request is approved or rejected Xoserve will update the Operating Guidelines Document Information Disclosure [Case Studies] section.

In terms of the disclosure of information decision, Xoserve will proceed as required.

**Appendix 1 Request Report**

Headings to be included

Request title – DSC CoMC Consent for Disclosure of Information [enter title of request]

Reason for submission to CoMC and CoMC actions

Introduction and background – to include details of the party making the disclosure request and the purpose of the disclosure

Data items associated with the disclosure request and justification

Privacy Impact Assessment required (or not) and reason

Privacy Impact Assessment (where required)

Description of the commercial model under which the service is to be provided

Anticipated method of delivery

Any other specific matters highlight by CoMC