**Disclosure Request Report**

**Provision of data for Local Authorities**

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| **Prepared by:** | David Newman |
| **Submitted for:** | DRR-FEB-01-22 |
| **Decision details:** | CoMC is requested to approve this request to amended Data Permission Matrix to include the additional provision of data access to Local Authorities |
| **Date:** | 16th February 2022 |

1. **Introduction and background**

Local Authorities (LA’s) have an ambition to lead the reduction of carbon emissions in their locality, often to meet net zero target dates that are accelerated ahead of the UK’s legally binding target date of 2050. They have approached the gas industry to request information to help them target reduction strategies and provide visibility on what progress they are making against their goals.

A number of LAs have declared a climate emergency, which is a public declaration and triggers the LA to create a strategy to set net zero targets and create a strategy on how to meet their goals. As part of their strategy they are looking to reduce CO2 across their whole portfolio. To support their climate emergency strategy, a LA has requested access to the gas data for their portfolio, including individual properties gas usage to enable them to track consumption to understand if they are on track to hit their C02 reduction targets as planned.

We plan to provide the data through Data Discovery Platform (DDP) as it gives the customers actionable insight but also ensuring we have a complete audit trail, of what data is being exposed, to whom and when they accessed it.

Data will be provided based on a staged process. The LA will provide a list of postcodes (outward code) linked their ward boundary (the geographical area they represent). The postcode will then be matched to the address data held in the Central Data Service Provider (CDSP) data set. Based off the postcode a LA portfolio aligned to ward boundaries will be created to enable LA’s to view their complete portfolio.

Once a LA has access, they will be able to view intuitive insightful dashboards so that the LA can track usage for streets, postcodes, ward boundaries, individual addresses and their whole portfolio over time. The dashboards will give access to close to real time dashboards including history back to October 2017 (covering January 2018 major weather event). The reason they are seeking to go back to 2018 is, due to the need to compare usage against past data and consider a major weather event. Also with the ongoing global pandemic changing people’s lives and consumption habits, usage trends could give a miss leading view if we do not show data prior to the covid pandemic commencing**. A note will be added into the conditionality document to ensure length of history is reviewed on a yearly basis, with the intention of limiting history to 3 years once a new normal view of consumption is established post covid.**

Enabling the LA to be able to compare previous years consumption for individual properties, streets, postcodes or for the whole holistic portfolio will aid strategic planning towards Net Zero. As well track the effectiveness of council’s initiatives to reduce C02. The intuitive dashboards will help councils understand the data and gain a unique insight that until now has not been possible and enable data driven decisions to be made.

No CDSP data will be shared with any third party. Derived data depicting how a LA is progressing towards Net Zero based off C02 reductions may be published but no individual property or CDSP data would be shared as part of any publication (examples noted below).

Example 1;

year on year CO2 reduction

Example 2:

type of property EPC rating and initiative introduced leading to x amount of C02 savings.

1. **Data items**

One Local authority already has access to this data for a limited period, via a research body request. The DRR is proposing to add the below data items to the Data Permissions Matrix for exposure to all Local Authorities (the below request is largely aligned to what data has already been exposed for one Local Authority already bar the 3 new data items marked in green). Data attributes marked in blue italic are data items being used to derive consumption, but not actually exposed to the customer.

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| DATA TYPE | DATA ITEM | Reason |
| Supply Meter Point Information | LSP / SSP | Helps the local council understand how their holistic usage is built up. Adds materiality to the insight |
| Supply Meter Point Information | Address | Helps the geographical location of a LA portfolio (application to ward boundary) |
| Supply Meter Point Information | Postcode | Provided by the LA[[1]](#footnote-1) |
| Enables them to track initiative effectiveness at a post code or individual address |
| Supply Meter Point Information | SMP Status | To be able to track usage and ensure LA are looking at properties where there is a live status |
| Supply Meter Point Information | Market Sector Code | Insight to understand how their usage is made up (a LA needs to understand how usage is made up but also track it to work towards net zero goals). |
| Supply Meter Point Information | LDZ ID | Lense view to overlay over the geographical location |
| Supply Meter Point Information | Meter Read Frequency | Adds materiality and allows Local Authority to track usage effectively (how often should a meter be read etc.). Ensures LA can target properties aligned to the initiates duration |
| Supply Meter Point Information | Twin Stream Site Indicator | Required to ensure all sites usage is tracked |
| Supply Meter Point Information | Shared SMP Indicator | Required to ensure all sites usage is tracked correctly. For twin stream and shared sites failure to expose the data can distort the AQ values. |
| Supply Meter Point Information | DM/NDM Indicator | Read frequency will aid analysis to understand consumption usage required aiding Local Authorities understand consumption and work towards net zero. |
| Supply Meter Point Quantities | Supply Meter Point AQ | Critical for tracking trend usage for the geographical portfolio. |
| Supply Meter Point Quantities | Supply Meter Point AQ Effective Date | Critical for tracking trend usage for the geographical portfolio. |
| Supply Meter Point History | Supply Meter Point AQ |  |
| Supply Meter Point History | Supply Meter Point AQ Effective Date | This value will be set at given intervals for the LA (e.g. at the start of project) to track trend analysis. |
| Supply Meter Point Quantities | SMP SOQ | Indicator to track consumption reduction. |
| *Supply Meter Point History* | *Confirmation Effective Date* | *Historical data required as the Local Authorities are looking to track usage from a major weather event (beast from the east in Jan 2018). Used to ensure live sites are included only* |
| Supply Meter Point History | SMP SOQ | Historical data required as the Local Authorities are looking to track usage from a major weather event (beast from the east in Jan 2018) |
| Supply Meter Point History | SMP SOQ Effective Date | Historical data required as the Local Authorities are looking to track usage from a major weather event (beast from the east in Jan 2018) |
| Supply Meter Point History | End User Category Code | Historical data required as the Local Authorities are looking to track usage from a major weather event (beast from the east in Jan 2018) |
| Supply Meter Point History | EUC Effective Date | Historical data required as the Local Authorities are looking to track usage from a major weather event (beast from the east in Jan 2018) |
| Meter Asset Data | Meter Mechanism | Understand if meter mechanism helps reduce consumption. E.g. Smart meter etc. |
| Meter Asset Data | Asset Effective Date (where Asset Removed, Asset Removal Date) | Understand when the meter was installed / removed to ensure portfolios are considering all live meter points |
| Meter Asset Data | Device Status | Need to established status to track usage only focus on live sites |
| Meter Asset Data | Meter Reading Units (or Meter Reading / Multiplication Factor) | Units are required to ensure consumption usage can be monitored effectively |
| Meter Asset Data | Imperial Indicator | Linked to above to ensure usage is tracked correctly |
| Meter Asset Data | Meter Mechanism | Meter mechanism required to understand if the meter mechanism can impact usage (coin, key, smart meter etc.) |
| Meter Asset Data | Meter Conversion Factor | Can be an indication of different usage - required to show correct usage to track net zero by AQ / consumption process. |
| Meter Asset History | Effective Date | How a portfolio is defined is by ward boundary / by postcode, as new assets join a ward boundary meter effective date will be key identifying new sites to an area. For the same reasons Local Authorities need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data |
| Meter Asset History | Meter mechanism | Local Authorities need to understand meter asset details in live we need to pull the corresponding history and apply the meter type to this information to understand if meter type can impact consumption data |
| Meter Asset History | Device Status | Need to established status to track usage only focus on live sites |
| Meter Asset History | Meter Conversion Factor | Can impact consumption, factoring in for live position needs to be considered for the history trend (back to 2018 as per the major weather event) |
| Meter Asset History | Meter Mechanism | Meter mechanism required to understand if the meter mechanism can impact usage (coin, key, smart meter etc.) - have they changed / there been a usage change as a result |
| Meter Asset History | Imperial Indicator | Units are required to ensure consumption usage can be monitored effectively - both for live and history |
| Meter Asset History | Closing Read Date | All accepted reads and the corresponding dates to be tracked to aid usage monitoring |
| Meter Read History | Meter Read Date | All accepted reads and the corresponding dates to be tracked to aid usage monitoring |
| *Meter Read History* | *Meter Read Type* | *Need to understand if the read is an estimate or actual which aids monitoring usage as estimates wont consider the council initiatives (to work towards Net Zero) so actual reads are critical* |
| *Meter Read History* | *Meter Read* | *Value defined usage critical to Local Authorities. This will include all reads going back to January 2018 (Inc. October 2017 AQ calc) to look for trends pre Covid. Including any new reads for sites which become live during the window they have access to.* |
| *Meter Read History* | *Meter Round the Clock* | *Value defined usage critical to Local Authorities* |
| Meter Read History | Converter, Converted Reading; and converted RTC |  |
| Daily Read Equipment Data | AMR Indicator | AMR meter may be variable to understand if usage is different for different devices |
| Daily Read Equipment Data | AMR Effective Date | When showing the AMR, need to be able to show when the AMR was installed |
| Meter Read History | Latest Meter Read Date | Important when ensuring accuracy of consumption combined with AQ / actual read / last read date |
| *Meter Read History* | *Latest Meter Read Type* | *Need to know if it is an actual read or an estimate to ensure a live* |
| Supply Meter Point Quantities | EUC Identifier Code | Helps the LA to understand the breakdown of their holistic portfolio. |
| Supply Meter Point Quantities | EUC Effective Date | Helps the LA to understand the breakdown of their holistic portfolio. |
| *Meter Reading History* | *Reconciliation Energy* | Shows if the actual energy usage is over or below the estimate / deemed energy (including history). Enabling LA to track usage to work towards net zero. |
| *Meter Reading History* | *Metered Energy* | Energy usage between two or more-meter readings required for LA to understand usage or properties / portfolio to work towards net zero – back to January 2018 (major weather event) |
| *Supply Meter Point Quantities* | *Projected Energy* | Where a latest read is not available the consumption value is derived from the deemed commodity data. Required to enable a LA to track usage to work towards net zero.  Enables more up to date tracking of property usage based off the deemed energy for a property which will update when a new read is received and is reconciled.  All 3 above required to track gas consumption and compare date ranges. |

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, the data is already accessible to another Local authority.**

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, data will be used for reporting and analysis by Local Authorities trying to work towards Net Zero.**

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, the data is currently provided via other reporting mechanisms. This gives customers the ability to view the information in a different way and to drill down to individual property level in order to analyse and track individual property consumption**

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

**No, the project is looking to simply expose data to aid Local Authorities to work towards net zero. This is for the benefit of the constituents they serve, wider society and the environment.**

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, there is no sensitive data about the customer or any individuals.**

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

**No, there is no requirement to contact individuals in scope of the project**

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

**No, the Data Discovery Platform is a well-established product to expose data for energy industry.**

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

**No, Local authorities already have this information and share it with the energy industry**

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

**No - only for their portfolio which is inline with the purpose of the MOD**

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, this does not impact Xoserve business.**

1. **Commercial model**

LA are looking to access the data via the Data Discovery Platform, this would enable a secure access to an online product aiding insight which would be sold as a subscription service to the LA.

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

Access to the dataset will be provided via the Data Discovery Platform. All data and visualisations will be secure, ensuring that users can only see information that they / ~~they~~ their organisation has the right to see. Access to the data can be provision through an interactive dashboard (with options to download relevant data securely) or simply emailed to users if preferred (PDF).

1. **CoMC determinations**

CoMC is requested to approve this Disclosure Request Report.

1. Appendix



1. Access to all data will be dependant on the LA providing out code of the postcode to define properties within their portfolio. [↑](#footnote-ref-1)